

## **COVID-19 WORKPLACE SAFETY:**

### **Quick reference for NDSU employees regarding federal requirements**

#### **1. What does the Federal Guidance require?**

Federal Guidance requires:

- COVID-19 vaccination of full and part-time employees, except where an employee is legally entitled to an exemption.
- Compliance by all individuals, including employees, students, visitors, and contractors with masking and physical distancing requirements while on NDSU facilities.

#### **2. Why is NDSU under Federal direction?**

NDSU has approximately \$147 million in annual awards for federal contracts, grants, appropriations, and student loans. We anticipate approximately \$33 million of these awards to be applicable to the Executive Order. In addition, there are Federal buildings located on NDSU land which are subject to the Executive Order.

#### **3. Who is required to comply with the vaccine mandate?**

All full-time and part-time employees including faculty, staff, graduate assistants, and student employees as listed below. Employees in these categories will be contacted directly.

- Any employee who directly performs work in a Federal building located on NDSU land should be in compliance by January 4, 2022. This includes USDA facilities of Northern Crops Science Laboratory and Greenhouses (#120 and #33 on campus map) and the Biosciences Research Laboratory (#105 on campus map). Note: Federal buildings currently have a compliance date of November 22, 2021 and they may enforce visitors and contractor employees, including NDSU employees, entering their building to be vaccinated as of that date.

#### **4. Do other employees need to comply with the vaccine mandate?**

All other employees are asked to VOLUNTARILY comply. These employees are not required to, but may submit vaccination documentation, start the vaccination process, or submit a request for an exemption.

According to current Federal guidelines all other employees listed below should also comply. However, future guidance from the White House or a judicial stay may modify the requirement. In the meantime, we ask the following employees to start compliance in case they are required.

- Any employee who directly performs work on a Federal covered contract.
- Any employee who indirectly performs work, such as employees in human resources, billing, procurement, information technology, custodial services, and administration.
- Any employee who may encounter one of the above employees anywhere on campus such as in outdoor spaces, lobbies, elevators, stairwells, meeting rooms, kitchens, dining areas, wellness facilities, and parking lots.
- All NDSU locations, including Agricultural Branch Stations, are subject to this mandate since the location may have a federal covered contract and/or covered employees may travel to these locations.

**5. How does the Federal Guidance affect employees working 100% remotely?**

All remote employees who directly or indirectly work in connection with a covered federal contract may voluntarily comply with the vaccination requirement at this time.

100% remote employees who do not work directly or indirectly with a covered federal contract are not required to meet the vaccination requirement if they will never be present on campus. These employees may either:

- Submit proof of vaccination at [NDSU COVID Vaccine Requirement Verification Form](#) or
- Already have a “[Telecommute/Remote Worksite](#)” approval on file with Human Resources, AND submit a request for exemption of vaccination at: [NDSU COVID Vaccine Requirement - Remote Work Exemption](#)

**6. Are employees of vendors or contractors who perform their job duties on campus required to adhere to the vaccine mandate?**

No, if the vendor or contractor is not performing work on a Federal covered contract.

Yes, if the vendor or contractor is a subcontractor performing work on a Federal covered contract. These subcontractors will be notified by Sponsored Programs Administration.

**7. Does the vaccination mandate apply to students who are not employed by NDSU?**

No, the vaccination mandate only applies to students who are employed by NDSU.

**8. Are there exemptions to the Vaccine Mandate?**

The Federal Guidance provides for the following types of exemptions:

- Medical exemption: Employees who have a medical condition or disability which precludes vaccination. These exemption requests will be reviewed by Human Resources. (See question #9 for further guidance.)
- Religious exemption: Employees who have a sincerely held religious belief, practice, or observance that precludes vaccination. There is no exemption for a philosophical objection to vaccination. Exemption requests will have personal identifying information removed so the requests for exemption may be evaluated fairly and without personal bias by a committee appointed by the President. The exemption request form being utilized is based on a template by the Federal government. (See question #10 for further guidance.)
- Remote exemption: Employees who are not working on or in connection with a federal contract are not required to meet the vaccination requirement if they will never be present on campus. These exemptions will be reviewed by Human Resources. (See question #5 for further guidance.)

NDSU will work with employees who qualify for a vaccination exemption to determine what accommodations, if any, may allow the employee to continue to perform the job duties. Such accommodations may include:

- Continue to wear a face covering even when the community transmission risk is at moderate or low.
- Regular COVID-19 test with results reported directly to NDSU.

**9. How can I obtain a Medical exemption?**

To request a Medical exemption from either the vaccination or mask requirement, complete the following form: [NDSU COVID Vaccine Requirement - Medical Exemption Request Form](#)

Medical exemptions will be treated as a reasonable accommodation request under the ADA or Rehabilitation Act. The request will be reviewed by Human Resources. NDSU Human Resources will determine if an accommodation can be provided to employees who qualify for a medical exemption for both the vaccine and mask requirement.

**10. How can I obtain a Religious exemption?**

NDSU is utilizing the Religious Exemption Request form provided by the Federal Government. To request a Religious exemption from the vaccination requirement, complete the following request: [NDSU COVID Vaccine Requirement - Religious Exemption Request Form](#)

Employees may request an exemption due to a sincerely held religious belief, practice, or observance. Requests will have identifying information removed so the requests for exemption may be evaluated fairly and without personal bias. Requests will be reviewed by a committee appointed by the President.

**11. I am a vaccinated student who already received the \$100 vaccine incentive. What do I need to do?**

You are in compliance and do not need to do anything further.

**12. I am a student who did not receive the \$100 vaccine incentive. Can I still get the \$100 incentive if I become vaccinated?**

Yes. The \$100 Vaccine Incentive eligibility date is being extended until 1/4/22 for students who did not previously complete the vaccine incentive

**13. I am already fully vaccinated. What do I need to do?**

Submit documentation of your vaccination at: [NDSU COVID Vaccine Requirement Verification Form](#)

One of the following documents may be uploaded as a digital copy, such as a photograph or a pdf scan. Student Health Service will verify the information.

- A copy of the record of immunization from a health care provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813\_R);
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health or state immunization information system; or
- Other official documentation verifying vaccination that includes all the following information:
  - Vaccine name;
  - Date(s) of administration; and
  - Name of health care or clinical site administering the vaccine.

**14. I am not yet fully vaccinated. What do I need to do?**

Begin the vaccination process as soon as possible. Please see the vaccine finder tool for a wide variety of locations to get a vaccine. <https://www.vaccines.gov/search/>

To assist the tracking of immunization status, we request employees submit documentation of both doses:

- Submit documentation of your first vaccination dose at: [NDSU COVID Vaccine Requirement Verification Form](#)
- Submit documentation of your second vaccination dose at: [NDSU COVID Vaccine Requirement Verification Form](#)

**15. I already had COVID-19. Do I need to be vaccinated?**

Yes, prior COVID-19 infection is not equivalent to vaccination for purposes of this federal mandate.

**16. What happens if I am not in compliance with the vaccine mandate?**

The Federal Guidance on this topic has not been solidified. We are waiting for further guidance.

**17. Will there be a new face covering requirement and physical distancing requirement?**

Per federal guidelines, NDSU is expecting to implement new face covering and physical distancing requirements effective January 4, 2022, which will meet the risk level of each county at that time, as determined in the [CDC COVID-19 Data Tracker County View](#). Currently all communities in N.D. are at a high or substantial risk, which requires all vaccinated and unvaccinated individuals to wear a face covering when indoors, with some exceptions.

Counties with a moderate or low risk level require unvaccinated individuals to wear face coverings. Fully vaccinated people do not need to physically distance. NDSU will continue to monitor the status and will provide an update as we near the date.

**18. If I have further questions, who do I contact?**

We encourage you to first contact your supervisor. If you still have questions, you can email [ndsu.covid@ndsu.edu](mailto:ndsu.covid@ndsu.edu)