



# COVID-19 Response Manual

August 23, 2022

# Introduction

This guidance is intended for the entire Hilbert College Community. To determine your level of community transmission, please see the [Centers for Disease Control and Prevention \(CDC\) COVID Data Tracker](#). This guidance is split into four sections to support Hilbert College in decision making:

Section 1: Offer and Promote COVID-19 Vaccination

Section 2: Hilbert College Plans Where Everyone is Fully Vaccinated

Section 3: Hilbert College Plans Where Not Everyone is Fully Vaccinated

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Section 4: General Considerations

## Key Terms

**Campus:** The grounds and buildings of a university, college, or school (including community colleges and technical schools). The grounds include classrooms, libraries, outdoor and indoor common areas, sports stadiums, auditoriums, dorms and other housing, campus recreation centers, cafeterias, dining halls, etc.

**People who are not fully vaccinated:** People who are not fully vaccinated are individuals of all ages, including children, that have not completed a vaccination series to protect against COVID-19.

**Fully vaccinated people/People who are fully vaccinated:** People are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]). You MUST then complete the booster within 6 months of the Moderna or Pfizer vaccination or 2 months within the J & J vaccination.

<sup>†</sup>This guidance applies to COVID-19 vaccines currently authorized for emergency use by the U.S. Food and Drug Administration: Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J)/Janssen COVID-19 vaccines. This guidance can also be applied to COVID-19 vaccines that have been authorized for emergency use by the World Health Organization external icon (e.g. AstraZeneca/Oxford).

**Mixed campus:** A mixed campus includes people who have completed their COVID-19 vaccination series and people who have not completed their vaccination series to protect against COVID-19.

**Fully vaccinated campus:** Institutions of Higher Education (IHEs) where all students, faculty, and staff have completed their vaccination series to protect against COVID-19 prior to returning to campus except those people who are unable to get the COVID-19 vaccine due to medical or other reasons.

## Section 1: Offer and Promote COVID-19 Vaccination

Hilbert College will play a critical role in offering and promoting vaccination to help increase the proportion of students, faculty, and staff that are vaccinated to help slow the spread of COVID-19 and prevent interruptions to in-person learning.

Vaccination is the leading prevention strategy to protect individuals from COVID-19 disease and end the COVID-19 pandemic. Current COVID-19 vaccines authorized for use in the United States are safe and effective, widely accessible in the U.S., and available at no cost to all people living in the U.S.

Hilbert College will help increase vaccine uptake among students, faculty, and staff by providing information about and offering COVID-19 vaccination, promoting vaccine trust and confidence, and establishing supportive policies and practices that make getting vaccinated as easy and convenient as possible.

To increase access to vaccines, Hilbert College will:

- Hilbert College will offer flexible, supportive sick leave options (e.g., paid sick leave), in accordance with applicable laws and policies, for employees with side effects after vaccination.
- Offer flexible excused absence options for students receiving vaccination and those with side effects after vaccination.

To promote vaccination, Hilbert College will:

- Develop educational messaging for vaccination campaigns to build vaccine confidence and consider utilizing student leaders and athletes as spokespersons.
- Ask student and other organizations who are respected to help build confidence in COVID-19 vaccines and promote the benefits of getting vaccinated.
- Ask students, faculty, and staff to promote vaccination efforts in their social groups and their communities.

Certain communities and groups have been disproportionately affected by COVID-19 illness and severe outcomes, and some communities might have had previous experiences that affect their trust and confidence in the healthcare system. Vaccine confidence may be different among students, faculty, and staff. Hilbert College will tailor communications and involve trusted community messengers, including those on social media, to promote vaccinations among those who may be hesitant to receive the COVID-19 vaccination.

All Hilbert community members must now upload a copy of their vaccination cards (with booster) to the Hilbert College COVID-19 tab link, prior to the Spring 2022 semester.

## Section 2: Hilbert College Plans Where Everyone is Fully Vaccinated

This section is intended if Hilbert College has a fully vaccinated campus. People who are fully vaccinated are at low risk of symptomatic or severe infection, and a growing body of evidence suggests that people who are fully vaccinated are less likely to have asymptomatic infection or transmit the virus that causes COVID-19 to others. Fully vaccinated students, faculty, and staff can refer to CDC's Interim Public Health Recommendations for Fully Vaccinated People. As new information become available, CDC guidance will be updated accordingly.

Hilbert College will comprehensively engage Higher Education networks such as the Commission on Independent Colleges and Universities (CICU), to establish and promote a vaccination environment that is safe and equitable for all students, faculty, and staff.

Some students, faculty, or staff might not be able to get the COVID-19 vaccine due to medical or other conditions. Hilbert College will determine prevention strategies, accommodations, and policies for any students, faculty, or staff who cannot be vaccinated.

### Wearing a Mask

**There is no requirement for wearing masks for the Fall 2022 semester. However, any Hilbert College student or employee may wear a mask if necessary.**

### Housing and Communal Spaces

Shared housing on Hilbert College campus includes a range of settings, such as apartments, student or faculty/staff housing, and standard housing. People who are fully vaccinated in shared housing should follow CDC's Interim Public Health Recommendations for Fully Vaccinated People.

### Hand Hygiene and Respiratory Etiquette

Hilbert College will continue to facilitate health-promoting behaviors such as hand hygiene and respiratory etiquette to reduce the spread of infectious disease in general.

### Cleaning, Improving Ventilation, and Maintaining Healthy Facilities

Hilbert College will continue to follow cleaning, disinfecting, and ventilation recommendations, including routine cleaning of high touch surfaces and shared objects as well as maintaining improved ventilation.

### Testing

People who are fully vaccinated do not need to undergo routine COVID-19 screening testing. If a fully vaccinated person is exposed to someone with COVID-19 they do not need to be tested unless they are experiencing COVID-19 symptoms. Any person who experiences COVID-19

symptoms should get a COVID-19 test. Refer to CDC's Interim Public Health Recommendations for Fully Vaccinated People for more information.

## Symptom Screening

Hilbert College will encourage students, faculty, and staff to perform their own daily health screenings for infectious illnesses, including COVID-19. Inspired Health Group daily screenings will not be performed through the IHG patient portal system this school year. Hilbert College encourages students, faculty, and staff with signs or symptoms of infectious illness to stay home when sick and/or seek medical care.

## Contact Tracing in Combination with Isolation and Quarantine

Hilbert College will implement case investigation and initiate contact tracing to break the chain of transmission and prevent further spread of the virus in the Hilbert College community. All COVID-19 case investigation and contact tracing will be done in coordination with state, local, tribal and territorial public health authorities and in accordance with local requirements and guidance. Hilbert College will continue to support investigation and contact tracing detailed in CDC's Guidance for Case Investigation and Contact Tracing in Higher Education settings. People who are fully vaccinated with no COVID-like symptoms do not need to quarantine or be restricted from work following an exposure to someone with suspected or confirmed COVID-19, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

## Variants

CDC has systems in place to monitor how common COVID variants are and to look for the emergence of new variants. CDC will continue to monitor variants to see if they have any impact on how COVID-19 vaccines work in real-world conditions. For more information see CDC's COVID-19 Vaccines Work page. If Hilbert College experiences increases in COVID-19 cases among fully vaccinated persons, administrators will promptly contact their local or state public health department and determine whether they need to re-institute, intensify or implement certain prevention strategies.

**\*At this time, Hilbert College's campus population is 94% vaccinated and protected against COVID-19.**

## Section 3: Hilbert College Plans Where Not Everyone is Fully Vaccinated

Where not everyone is fully vaccinated, Hilbert College will have a mixed population of both people who are fully vaccinated and people who are not fully vaccinated on campus which requires decision making to protect the people who are not fully vaccinated.

## General Considerations

Multiple factors will inform the optimal implementation of layered prevention strategies by Hilbert College. The primary factors to consider include: 1) level of community transmission of COVID-19 ; 2) COVID-19 vaccination coverage, including among students, faculty, and staff; 3) implementation of a robust, frequent SARS-CoV-2 screening testing program with high participation from the unvaccinated campus population; and 4) any local COVID-19 outbreaks or increasing trends.

## Prevention Strategies that Reduce Spread

Hilbert College administrators will create programs and policies that facilitate the adoption and implementation of prevention strategies to slow the spread of COVID-19 in the Hilbert College community. Key prevention strategies include:

- Offering and promoting vaccination
- Consistent and correct use of masks
- Physical distancing
- Handwashing and respiratory etiquette
- Contact tracing in combination with isolation and quarantine
- Testing for COVID-19
- Maintaining healthy environments (increased ventilation and cleaning)
- Maintaining healthy operations (communications, supportive policies and health equity)

These prevention strategies remain critical in campus community settings with mixed populations of both people who are fully vaccinated and people who are not fully vaccinated.

Hilbert College will make masking exceptions for the following categories of people:

- A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (42 U.S.C. 12101 et seq.).
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

### *Physical Distancing*

Physical distancing means keeping space of at least 6 feet (about 2 arm lengths) between people who are not from your household in both indoor and outdoor spaces. People who are not fully vaccinated should continue to practice physical distancing.

Hilbert College will promote physical distancing, if possible, by:

- Hosting virtual-only activities, events, and gatherings (of all sizes).
- Holding activities, events, and gatherings outdoors in areas that can accommodate physical distancing, when possible.

- Spacing out or blocking off rows, chairs, and/or table seating positions in communal use shared spaces (such as classrooms, dining halls, locker rooms, laboratory facilities, libraries, student centers, and lecture rooms).
- Limiting occupancy and requiring mask use by all individuals indoors.

### *Hand Hygiene and Respiratory Etiquette*

Hilbert College will facilitate health-promoting behaviors such as hand washing and respiratory etiquette to reduce the spread of infectious illnesses including COVID-19.

Hilbert College has placed visual cues such as handwashing posters, stickers, and other materials in highly visible areas.

### *Housing and Communal Spaces*

Shared housing includes a range of settings, such as apartments, student or faculty/staff housing, and general housing. Administrators will refer to CDC's Guidance for Shared and Congregate Housing.

Hilbert College will additionally consider:

- If the college designates fully vaccinated residence halls, floors or complexes, those areas should follow CDC's Interim Public Health Recommendations for Fully Vaccinated People.
- Housing students who are not fully vaccinated in single rooms instead of shared rooms when feasible.
- Establishing cohorts of people who are not fully vaccinated, such as groups of residences or residence floors that do not mix with other cohorts to minimize transmission across cohorts and facilitate contact tracing. All units that share a bathroom should be included in a cohort. Roommates/suite-mates can be considered a household and do not need to use masks or physically distance within the household "unit" (e.g., residence or suite) unless someone in the household is ill.
- Close or limit the capacity of communal use shared spaces such as dining areas, game rooms, exercise rooms, and lounges, if possible, to decrease mixing among non-cohort people who are not fully vaccinated. Consider limiting use of communal use shared space to people who are fully vaccinated.
- Limit building access by non-residents, including outside guests/non-essential visitors and residence halls.

## Contact Tracing in Combination with Isolation and Quarantine

### *Case Investigation and Contact Tracing*

All COVID-19 case investigations and contact tracing will be done in coordination with state, local, tribal and territorial public health authorities and in accordance with local requirements and guidance. Hilbert College will continue to support investigations and contact tracing detailed in CDC's Guidance for Case Investigation and Contact Tracing in IHEs. Administrators

will take a proactive role in preparing for COVID-19 case investigations and contact tracing detailed in CDC's Guidance for Case Investigation and Contact Tracing in IHEs.

It is important that case investigations and contact tracing are conducted in a culturally appropriate manner consistent with applicable privacy, public health, healthcare, and workplace laws and regulations.

- Case investigation and contact tracing are essential interventions in a successful, multipronged response to COVID-19, and will be implemented along with other prevention strategies such as offering and promoting vaccination, consistent and correct use of masks and physical distancing among people who are not fully vaccinated.
- Consistent with applicable privacy laws, Hilbert College officials will plan to provide information and records to aid in the identification of exposures, and notify close contacts, as appropriate, of exposure as soon as possible after Hilbert College is notified that someone in the campus community has tested positive or been diagnosed with COVID-19.

### *Quarantine and Isolation*

Some students, faculty, and staff might develop symptoms of COVID-19 while on campus. The Hilbert College Wellness Center will be prepared for this possibility and will clearly communicate to students, faculty, and staff actions to take when responding to someone who is sick with COVID-19. Any Hilbert student or employee will be asked to isolate for 5 days with a positive COVID-19 diagnosis, regardless of vaccination status. If asymptomatic with no fever after 5 days, he or she may wear a mask for an additional 5 days. If symptomatic in any way, a person must continue to isolate for the entire 10 days of the quarantine. Inspired Health Group will assist in these processes.

If you have been exposed to someone with COVID-19 and have been fully vaccinated within the last 6 months of Pfizer or Moderna, or within the last 2 months of the J&J, you do NOT need to quarantine if asymptomatic. However, if you are not boosted and outside of those timelines or are unvaccinated with an approved exemption, you MUST stay home for five days. If asymptomatic, you may return to campus but must wear a mask at all times for the remaining 5 days.

Please contact the Hilbert College Wellness Center immediately for assistance if you have been given a positive diagnosis or have been exposed. Dr. Siuta will work out a plan for you with Inspired Health Group as each case can be different from the next, depending on circumstances.

## Testing for COVID-19



**Inspired Health Group will utilize PCR testing this Fall 2022 semester. Testing will occur both at the medical group's office in Orchard Park and in the Wellness Center on campus. There is no requirement to test this semester if unvaccinated. Regardless of vaccination status, if you had a positive diagnosis within the last 3 months, you do NOT need to test as you have natural immunity.**

- Diagnostic testing is intended to identify current infection in individuals and is performed when a person has signs or symptoms consistent with COVID-19, or when a person who is not fully vaccinated is asymptomatic but has recently known or been suspected of exposure to SARS-CoV-2.
- Screening testing is intended to identify infected people who are asymptomatic and do not have known, suspected, or reported exposure to SARS-CoV-2. Screening helps to identify unknown cases so that measures can be taken to prevent further transmission.

Administrators will determine, in collaboration with local health department officials, the nature of any testing strategy to be implemented for purposes of diagnosis, screening, or outbreak response. Testing strategies implemented will be done as part of a larger COVID-19 prevention plan.

Hilbert College will maintain documentation of individuals' vaccination status to inform testing, contact tracing efforts, and quarantine/isolation practices. It is recommended that fully vaccinated people with no COVID-19-like symptoms and no known exposure, be exempted from routine screening testing programs. Vaccination information will be obtained with appropriate safeguards to protect personally identifiable information and health-related information from unlawful release.

### *Symptom Screening*

Symptom screening will fail to identify some people who have the virus that causes COVID-19. Symptom screening cannot identify people with COVID-19 who are asymptomatic (i.e., do not have symptoms) or pre-symptomatic (have not developed signs or symptoms yet but will later). Others might have symptoms that are so mild that they might not notice them.

Hilbert College will continue to encourage students, faculty, and staff to perform their own daily health screenings at home for infectious illnesses, including COVID-19. Hilbert College will also encourage students, faculty, and staff with signs or symptoms of infectious illness, including COVID-19, to stay home when sick and/or seek medical care.

### Communicating Prevention Strategies

The Hilbert College Wellness Center is designated as the specific office to be officially responsible for replying to COVID-19 concerns. When students, faculty, or staff members develop symptoms of COVID-19, test positive for COVID-19, or are exposed to someone with COVID-19, they should report to the Wellness Center.

Hilbert College has posted signs in highly visible locations (such as building entrances, restrooms, and dining areas) and will continue to communicate with students, faculty, and staff via email and social media about prevention strategies, such as getting a COVID-19 vaccine, consistent and correct use of masks, physical distancing, handwashing (or use of hand sanitizer), covering their mouths and noses with a tissue or use the inside of their elbow or mask if they cough or sneeze. Signs should include visual cues.

Hilbert College uses communication methods that are accessible for all students, faculty, staff, and other essential visitors (such as parents or guardians). Materials accommodate diverse audiences, such as people who have limited English proficiency (LEP) and people with disabilities.

## Section 4: General Considerations

This section is intended regardless of policy on COVID-19 vaccination. The considerations included here will help Hilbert College to prevent any infectious illness transmission among students, faculty, staff, and visitors.

### Cleaning, Improving Ventilation, and Maintaining Healthy Facilities

#### *When to Clean*

Cleaning with products containing soap or detergent reduces germs on surfaces and objects by removing contaminants and may weaken or damage some of the virus particles, which decreases risk of infection from surfaces.

Cleaning high touch surfaces and shared objects once a day is usually enough to sufficiently remove virus that may be on surfaces unless someone with confirmed or suspected COVID-19 has been in your facility. Disinfecting (using disinfectants on U.S. Environmental Protection Agency's List) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

#### *When to Disinfect*

Hilbert College will clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if certain conditions apply that can increase the risk of infection from touching surfaces, such as:

- High transmission of COVID-19 in your community
- Infrequent hand hygiene
- The space is occupied by people at increased risk for severe illness from COVID-19

If there has been a sick person or someone who tested positive for COVID-19 in your facility, within the last 24 hours Hilbert College will clean AND disinfect the space.

#### *Use Disinfectants Safely*

**Always read and follow the directions** on how to use and store cleaning and disinfecting products. Ventilate the space when using these products.

Always follow standard practices and appropriate regulations specific to your facility for minimum standards for cleaning and disinfection. For more information on cleaning and disinfecting, see *Cleaning and Disinfecting Your Facility*.

### *Improving Ventilation*

Improving ventilation is an important COVID-19 prevention strategy. Along with other preventive strategies, protective ventilation practices and interventions can reduce the airborne concentration of viral particles and reduce the overall viral dose to occupants. For more specific information about maintenance and use of ventilation equipment and other ventilation considerations, refer to CDC's Ventilation in Buildings webpage.

### *Food Service and Communal Dining*

Currently, there is no evidence to suggest that COVID-19 is spread by handling or eating food. However, consuming refreshments, snacks, and meals with persons not from the same household may increase the risk of getting and spreading COVID-19 among people who are not fully vaccinated because masks are removed when eating or drinking.

- **Promote prevention measures.** Require staff and volunteers to wash their hands and encourage diners to wash their hand or use an alcohol-based hand sanitizer (before and after serving or eating). In indoor dining areas, people who are not fully vaccinated should wear a mask when not actively eating or drinking and physically distance.
- **Increase airflow and ventilation.** Prioritize outdoor dining and improved ventilation in indoor dining spaces.
- **Avoid crowding.** Particularly in areas with substantial to high levels of community transmission, reduce seating capacity, use markers and guides to ensure that people remain at least 6 feet apart in a mixed campus when waiting in line to order or pick up. Stagger use of dining areas.
- **Consider offering to-go options** and serve individually plated meals. If traditional self-serve stations are offered, CDC provides recommendations to reduce the risk of getting and spreading COVID-19.
- **Clean regularly.** For food contact surfaces, continue following all routine requirements for cleaning and sanitization. Non-food contact surfaces will be cleaned at least daily. If someone with COVID-19 has been in the facility in the previous 24 hours, non-food contact surfaces should be disinfected. See CDC's Food and COVID-19 for more detailed information.

### *Service Animals and Other Animals in Campus Buildings*

At this time, there is no evidence that animals play a significant role in spreading SARS-CoV-2, the virus that causes COVID-19, to people. We are still learning about this virus, but we know that it can spread from people to animals in some situations, especially during close contact.

Refer to CDC's Guidance for Handlers of Service and Therapy Animals and the American Veterinary Medical Association (AVMA) services, emotional support and therapy animals external icon page when making decisions about allowing therapy animals in campus buildings on a case-by-case basis.

## Health Equity

Long-standing systemic health and social inequities have put many racial and ethnic minority groups at increased risk of getting sick and dying from COVID-19. American Indian/Alaska Native, Black, and Hispanic persons are disproportionately affected by COVID-19; these disparities exist among all age groups, including school-aged children and young adults. Because of these disparities, in-person instruction on campuses might pose a greater risk of COVID-19 to disproportionately affected populations. For these reasons, health equity considerations related to in-person instruction are an integral part of decision-making.

Addressing social and racial injustice and inequity is at the forefront of public health. Administrators can help to protect people at increased risk for severe COVID-19 and promote health equity by implementing the following strategies:

- Hilbert College will encourage and support people to get vaccinated as soon as they can.
- Hilbert College will offer options for accommodations, modifications, and assistance to students, faculty, and staff at increased risk for severe illness that limit their exposure risk and allow for education and or work opportunities (such as virtual learning, telework, and modified job responsibilities) to remain available to them.
- Hilbert College will provide inclusive programming and make options available for people with special healthcare needs and disabilities that allow on-site or virtual participation with appropriate accommodations, modifications, and assistance (for example, people with disabilities may need additional support to access and use technology for virtual learning).
- Hilbert College will protect the privacy and health information of all people, consistent with applicable laws.
- Hilbert College will work with others to connect people with resources (for example, healthy foods and stable and safe housing) and services to meet their physical, spiritual, and mental health needs.
- Hilbert College will identify students who might be experiencing homelessness or food insecurity, and identify resources and strategies to address these and other needs related to COVID-19.

### *Support, Coping, and Resilience*

Hilbert College has identified multiple strategies to support employees and students.

- Hilbert College will encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Hilbert College will promote employees and students to eat healthy, exercise, get sleep, and find time to unwind.
- Hilbert College will encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Hilbert College will communicate with faculty, staff, and students about mental health support services available.

- Hilbert College offers an employee assistance program (EAP) through which faculty and staff can get counseling.
- Hilbert College will ensure continuity of mental health services, such as offering remote counseling.
- Encourage students, faculty, and staff to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255), 1-888-628-9454 for Spanish, or Lifeline Crisis external icon if they are feeling overwhelmed with emotions like sadness, depression, anxiety, or feel like wanting to harm themselves or others.

## Considerations for Students, Faculty, and Staff with Disabilities

- People with disabilities will be highly encouraged to get vaccinated and be fully integrated into the most appropriate learning environment with the proper accommodations.
- Hilbert College's Office of Accessibility Services reviews policies and procedures to assess/qualify students for new accommodations, modifications, and assistance that might be needed due to changes in response to the COVID-19 pandemic.
- Hilbert College will consider the individualized approaches for COVID-19 prevention that may be needed for some people with disabilities.
- Hilbert College will provide accommodations for people who might have difficulty with mask use, such as some people with disabilities or certain medical conditions. Allow exceptions in the College's mask use policy. People concerned about their ability to consistently and correctly use a mask should consult with their healthcare provider or disability services, for suggested adaptations and alternatives.
- Hilbert College will ensure education remains accessible for students with disabilities as prevention strategies to reduce cases of COVID-19 are implemented.
- Hilbert College will encourage all students, faculty, and staff to discuss any accommodations that students might need with the Office of Accessibility Services.

## Gatherings, Events, and Visitors

Crowded settings still present a greater risk of transmission among people who have not been fully vaccinated, especially when they bring together people of unknown vaccination status from different communities where community transmission is substantially high. People who are not fully vaccinated should continue to avoid large gatherings, but if they choose to attend, they should wear well-fitting masks that cover the mouth and nose, maintain physical distancing, and practice good hand hygiene.

## Sports

Hilbert College Athletics will follow and adhere to all guidelines set forth by the NCAA and Erie County. Hilbert College will follow CDC Guidance for Sports as long as it does not conflict with state, local, tribal, or territorial requirements and guidance. At this time, there are **NO** differences for student-athletes based on NCAA guidance for Fall 2022.

## Study Abroad and Travel

Hilbert College's study-abroad programs will check CDC's destination-specific Travel Health Notices (THN) for information about the COVID-19 situation in the destination or host country external icon. Hilbert College will postpone programs in destinations with very high COVID-19 levels (Level 4 Travel Health Notice). Hilbert College will have plans in place to take action if situations in the destination change and COVID-19 levels become very high during the program. Hilbert College will consider requiring vaccination as a condition of a study-abroad program.

Hilbert College study-abroad programs will advise and strongly encourage students to:

- Get fully vaccinated against COVID-19 before traveling.
- Follow CDC guidance for international travel.
- Follow general public health considerations such as handwashing, cleaning/disinfection and respiratory etiquette.

Students may face unpredictable circumstances accessing medical care if they get sick or injured in their host country. Routine healthcare and emergency medical services may be impacted by COVID-19 at the destination.

Study-abroad programs should ensure that students are aware of and follow all airline and destination entry requirements, such as testing, vaccination, mask wearing and quarantine. They should be aware that if they do not follow the destination's requirements, they may be denied entry and required to return to the United States. Programs and students should check with the Office of Foreign Affairs or Ministry of Health or the US Department of State, Bureau of Consular Affairs, Country Information external icon page for destination-specific entry requirements. Before studying abroad, programs and students should consider obtaining insurance to cover health care and emergency evacuation while abroad.

Programs should advise students who are at increased risk for severe COVID-19 to discuss any study abroad plans with their healthcare provider. For more information and guidance on safety precautions for students before, during, and after travel, please visit CDC's Studying Abroad webpage or CDC's Yellow Book section Study Abroad and Other International Student Travel.

## International Students

International students vaccinated outside of the United States should refer to Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Authorized in the United States for the need for vaccinations upon arrival in the United States.

### **Student Handbook COVID-19 Vaccine Policy**

Housing on page 62 of the student handbook under “Immunizations”

#### **COVID-19 Vaccine Requirement**

**Updated June 30, 2022**

For the Fall 2022 semester, Hilbert College is requiring the COVID-19 vaccine for all faculty, staff and students. Hilbert College students must submit proof of vaccination (2 doses for Pfizer and Moderna, 1 dose for Johnson and Johnson) to Dr. Christopher Siuta, Assistant VP for Student Life, Counseling, Health and Wellness.

Hilbert College students who wish to be exempt from the COVID-19 vaccine requirement must submit the exemption located on the Hilbert website. Reasons for exemption include:

1. Religious Exemptions: Student stating his or her religious belief(s) which prohibit immunization.
2. Medical Exemptions: Student has a medical condition preventing him or her from receiving the COVID-19 vaccine.

Hilbert College students that are exempt from the vaccine requirement could be temporarily given remote accommodations for classes and/or given the instruction to quarantine at home for their personal safety if a COVID-19 outbreak occurs on campus. Hilbert College will not provide financial restitution for tuition, room and board and other fees if asked to relocate off campus for personal safety. Hilbert College will also not quarantine unvaccinated individuals in student housing who test positive for COVID-19.

Hilbert College students who fail to report proof of vaccination or an exemption form are considered “Community Endangerment” and will be dealt with by the Student Conduct Process. Accountability includes but is not limited to; formal warning, probation, suspension or dismissal of enrollment. Individuals can substitute disciplinary proceedings with proof of vaccination or completion of the exemption form.



Hilbert College will implement CDC guidance and advise practices to stop the spread of COVID-19 within the college community. This policy can be adjusted at any time and will be consistently reviewed by Health and Safety professionals on campus, Hilbert College's Leadership Team and Inspired Health Group.

# Employee Handbook COVID-19 Vaccine Policy

HILBERT COLLEGE

## COVID-19 VACCINATION POLICY

Updated June 30, 2022

In support of Hilbert College's commitment to health and safety for all members of its community, the College will, with limited exceptions set forth in this policy, require all employees who will live, study or work (as applicable) on campus to be fully vaccinated with an approved COVID-19 vaccine as described below.

Broad vaccination is critical to help stop the pandemic and to protect our community. Benefits specific to the Hilbert College community may include:

- In-person course offerings and academic experiences
- Opportunities for a wider range of events and activities offered at the College
- Greater interpersonal collaboration among faculty, students, and staff

### ***Vaccination Record and Health Requirements***

Proof of completed and current COVID-19 vaccination will be required for all faculty and staff who will work on campus. Individuals seeking an exemption for medical, pregnancy, or religious reasons may be approved as described below. Individuals not in compliance with this policy will be precluded from being present on campus. Employees not in compliance with this policy may be precluded from working in-person on site, may be required to take unpaid leave of absence, or may be subject to other appropriate action as determined by the College.

Any vaccine approved by the FDA or authorized by the FDA for emergency use in the U.S. (currently Moderna, Pfizer, and Johnson & Johnson) is acceptable for purposes of this policy. For purposes of this policy, "completed COVID-19 vaccination" means that two or more weeks have passed since the individual received the final dose (e.g., first for Johnson & Johnson, second for Pfizer and Moderna) of the vaccine approved by the FDA or authorized by the FDA for emergency use. Vaccine booster shots as determined to be necessary by the FDA or CDC will also be required in accordance with the most current FDA or CDC recommendations. Under the terms of the Emergency Use Authorization (EUA) the decision to receive a vaccine is voluntary. As noted above however, individuals who exercise their choice and decide not to receive an EUA authorized vaccine will not be able to participate in person, unless an accommodation is sought and granted under this policy.

Faculty or staff who are international employees who have received COVID-19 vaccines not authorized for use in the United States will be addressed on a case-by-case basis. Individuals arriving in the United States will not be allowed on campus in person for any reason until they are fully vaccinated (i.e. for a period of 2 weeks following the final dose of the COVID-19 vaccination).

### ***Documentation Requirements***

Acceptable documents serving as evidence of COVID-19 vaccination may include:

1. A completed CDC COVID-19 Vaccination Record Card or other official documentation authorized by a governmental authority of competent jurisdiction; or
2. Medical records signed by a licensed health care provider indicating vaccine name and dates of administration.

Evidence of vaccination must be submitted by employees to Dr. Christopher Siuta, Director for Counseling, Health, and Wellness by no later than August 27, 2021 or, if later, not less than 5 business days prior to presence on campus.

### ***Paid Leave for Vaccinations***

New York State law currently entitles employees up to four hours of paid leave per COVID-19 vaccine injection for their own receipt of the vaccine. This will be paid at an employee's regular rate of pay. This is additional paid time and has no impact on other accrued time. Employees are required to:

- Provide their supervisor with a scheduled date/time of vaccination(s), when possible at least 24 hours in advance.
- Clock Out/In, if applicable, during scheduled appointment(s). Supervisors will update College systems to reflect "paid COVID leave."
- Submit proof of vaccination to the College as described above. Please do not provide any other medical information.

### ***Potential Accommodations:***

Individual faculty and staff may request reasonable accommodations to excuse compliance with the policy, in whole or in part, as follows:

1. Faculty or staff may be accommodated and/or exempted from the COVID-19 vaccination record requirement if they have a short- or long-term medical condition that would prevent them from receiving the COVID-19 vaccination. Such individuals must provide a written statement from a healthcare provider licensed to practice medicine in the United States or other country of the individual's residence stating that the COVID-19 vaccination would be medically harmful, which provides the reasons for and duration for the exemption request. If the medical condition no longer exists, the individual must then comply with the vaccination record requirement of this policy. The College will evaluate accommodation requests in accordance with guidance from public health authorities, College policy and applicable law. The College will provide reasonable accommodations to those individuals whose medical condition currently does not allow for the COVID-19 vaccination so long as the failure to be immunized (a) will not prevent the individual from fulfilling the essential functions of his/her/their position, (b) do not cause the College undue hardship, and (c) do not pose a direct threat to the health and safety of others. Accommodations are evaluated on a case by case basis based on interactive discussions among the parties. Requests for accommodations on medical grounds should be made by submitting the online form (found on Hilbert website)

to Dr. Christopher Siuta, Assistant VP for Student Life, Counseling, Health, and Wellness. Dr. Siuta will then ask for additional documentation via email to gain full approval for exemption.

2. Faculty or staff may be accommodated and/or exempted from the COVID-19 vaccination requirement if they provide a written signed statement explaining how COVID-19 vaccination conflicts with their bona fide personal or religious beliefs or practices. The individual shall be required to acknowledge in writing that the individual was informed of the value of vaccination and has knowingly declined to have COVID-19 vaccination for personal or religious reasons. The College will evaluate accommodation requests in accordance with guidance from public health authorities, College policy and applicable law. The College will provide reasonable accommodations to those individuals whose religious beliefs bar COVID-19 vaccination so long as the failure to be immunized (a) will not prevent the individual from fulfilling the essential functions of his/her/their position, (b) do not cause the College undue hardship, and (c) do not pose a direct threat to the health and safety of others. Accommodations are evaluated on a case by case basis based on interactive discussions among the parties. Requests for accommodations on personal or religious grounds should be made by submitting the online form (found on Hilbert website) to Dr. Christopher Siuta, Assistant VP for Student Life, Counseling, Health, and Wellness. Dr. Siuta will then ask for additional documentation via email if necessary to gain full approval for exemption.

This policy is subject to change based on factors such as the progress of the COVID-19 pandemic, guidance from local, state and federal agencies, and changes in applicable law. Such changes will apply prospectively immediately upon being approved by the College.