

## Kansas City art Institute's Vaccination, Testing, and Face Coverings Policy

**Responsible Authority: Office of Human Resources**

**Effective Date: January 10, 2022**

**Revision Date: January 18, 2022**

### **Purpose**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace and in communities. Kansas City Art Institute encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. KCAI has a duty to provide and maintain a workplace that is free of known hazards. We are adopting this policy to safeguard the health and wellbeing of our employees and their families; our KCAI students and visitors; those who spend time in our facilities; and the KCAI community from infectious conditions that may be mitigated through an effective vaccination program.

However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply.

### **Scope/Applicability**

This Policy on vaccination, testing, and face covering use applies to all employees of the Kansas City Art Institute, including student employees participating in work study programs.

### **Policy**

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses.<sup>1</sup> For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering in the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination with a vaccination card or other KCAI accepted documentation. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their ongoing testing results. Employees not in compliance with this policy will be subject to disciplinary action, up to and including termination of employment.

Employees in need of an accommodation from any portion of this policy due to a medical reason, or because of a sincerely held religious belief must submit a request for accommodation to the human resources department to begin the interactive accommodation process as soon as possible. Student

---

<sup>1</sup> The definition of "fully vaccinated" is subject to change as necessary to comply with CDC guidance which may be amended from time to time.

employees will submit their accommodation requests to the student affairs office at [disabilityservices@kcai.edu](mailto:disabilityservices@kcai.edu).

## **Procedures**

### **Vaccination**

Any employee who chooses to be vaccinated against COVID-19 must be fully vaccinated no later than February 9th, 2022. Any employee not fully vaccinated by February 9th, 2022 will be subject to the regular testing and face covering requirements of the policy, unless and until the employee becomes fully vaccinated.

To be fully vaccinated by February 9th, 2022 an employee must have:

- Obtained the first dose of a two-dose vaccine no later than January 5, 2022\*; and the second dose no later than January 26, 2022\* or
- Obtained one dose of a single dose vaccine no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine. An employee who is only partially vaccinated by the February 9, 2022 deadline will be required to wear face coverings and test weekly until they are fully vaccinated.

An employee may take up to four hours of work time per vaccine dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of work time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of work time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave (e.g., sick leave) to cover the additional time. If an employee is vaccinated outside of their approved work time they will not be compensated.

### **Testing and Face Coverings**

- All employees who are not fully vaccinated (including those partially vaccinated awaiting additional doses or the two-week time period after final vaccination) as of February 9, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace.
- Employees will be responsible for all costs incurred for testing. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

### **Vaccinated Employees**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email to [hr@kcai.edu](mailto:hr@kcai.edu) or

in-person in the Human Resources office. Student worker employees should submit their vaccination status by uploading their vaccination card on [MyKCAI](#).

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

### **All Employees**

All employees, both vaccinated and unvaccinated, must inform Human Resources (or in the case of student workers to [MyKCAI](#)) of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

<i>Vaccination Status</i>	<i>Instructions</i>	<i>Deadline(s)</i>
Employees who are fully vaccinated.	<b>Submit</b> proof of vaccination that indicates full vaccination.	<i>January 14, 2022</i>

Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	<b>Submit</b> proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	<i>January 14, 2022</i>
Employees who are not vaccinated.	<b>Submit</b> a statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	<i>January 14, 2022</i>
	<b>Submit</b> a statement that you are unvaccinated and not planning to receive a vaccination.	<i>January 14, 2022</i>
Employees who are seeking medical or religious exemption.	<b>Submit</b> a statement that you are requesting an exemption via email at <a href="mailto:hr@kcai.edu">hr@kcai.edu</a> or for student worker employees <a href="mailto:disabilityservices@kcai.edu">disabilityservices@kcai.edu</a> to begin the accommodation process.	<i>January 14, 2022</i>

### COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to human resources no later than the seventh day following the date on which the employee last provided a test result.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will not be allowed to come to the workplace and must use accrued leave for each day absent until a test result is provided. Student worker employees will need to coordinate testing documentation and any needed work absences due to testing or waiting on test results with the Director of Financial Aid.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

### Face Coverings

Current policy states that all employees, regardless of vaccination status, must wear a face covering indoors while in any KCAI building. Face coverings will continue to be required for unvaccinated

employees while inside any KCAI building, along with weekly Covid testing, regardless of any KCAI policy changes, local mask mandates or changes in Kansas City, Missouri health department recommendations.

It is the employee's responsibility to provide their own face coverings. KCAI strongly recommends medical grade face coverings over cloth face coverings. Face Shields are not permitted as substitutes for face coverings.

*Acceptable face coverings include:*

Face coverings must: (1.) completely cover the nose and mouth; (2.) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (3.) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (4.) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5.) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

*The following are exceptions to KCAI's requirements for face coverings:*

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where KCAI has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

#### **New Hires:**

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

#### **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

#### **Modifications**

Government and public health guidelines and restrictions regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. KCAI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

#### **Non-Retaliation**

KCAI prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related

injuries and illnesses, and KCAI will not discharge or discriminate or otherwise retaliate against employees for reporting work-related injuries or illnesses or good faith health and safety concerns.

**Questions**

Please direct any questions regarding this policy to the Human Resources Department.