



# COVID Vaccination Policy

Revised September 1, 2021

**This policy applies to all employees and clergy in the Archdiocese of Chicago (AoC) including agencies.** It does not currently apply to volunteers.

The goal of this policy is that all employees and clergy will be fully vaccinated against COVID-19 using one of the US Food and Drug Administration (FDA) authorized vaccines and vaccination regimen.

## Effective timeline

- This policy will take complete effect on October 4, 2021, the Feast of St. Francis of Assisi.
- Agencies of the AoC, such as Catholic Charities, Misericordia, etc., may require a different timeline to be determined in consultation with them.

## Documentation required

Employees and clergy will be required to submit documentation of vaccination via an AoC tracking portal or website. Tracking will be done centrally, or by the agency not at the parish or school level. Proof of completed vaccination regimen includes one of the following:

1. a copy of the US Centers for Disease Control and Prevention (CDC)-provided card showing name, date of each administration of vaccine, which vaccine and the vaccine lot number, or
2. a copy of pages from an Electronic Medical Record showing the same information that is recorded on the card. It must show the name of the facility, provider, or 3<sup>rd</sup> party administrator of the vaccine, as well as date(s) of administration(s), manufacturer of vaccine and lot number, if available.

Per the Equal Employment Opportunity Commission, vaccination records are confidential medical records which must be stored separately from the employee personnel file and access limited to those Human Resource (HR) professionals with a need to know.

## Requests for exemption

- Requests for medical or religious exceptions to the vaccination policy will be reviewed by appropriate panels. Details about how to apply for an exemption and the forms required will be forthcoming before the policy takes effect.
- Any member of the clergy or employee of the archdiocese may appeal a decision of a review panel to the Cardinal Archbishop through the Office of the Archbishop of Chicago at [archbishop@archchicago.org](mailto:archbishop@archchicago.org).
- If an exemption for vaccination is granted, the individual will be expected to test weekly for COVID-19 and to submit results of that test on a central portal. Home tests will not suffice. Details of required test reporting will be forthcoming before the policy takes effect.



### **Requirements of unvaccinated clergy and employees**

- Unvaccinated individuals, including those who have exemption status, will be required to be tested weekly and submit results of those tests on a central portal. Details about which tests will be acceptable are forthcoming. The frequency of required testing may increase if circumstances warrant.
- Unvaccinated individuals will be required to be masked at all times in Archdiocese facilities until further notice for the health and safety of employees/clergy and guests.
- Unvaccinated individuals may be restricted from use of certain amenities such as eating in lunchrooms if appropriate social distancing and/or other mitigation measures cannot be implemented to maintain a safe environment (e.g. staggered times, more than 6-foot distancing etc.) in Archdiocese facilities until further notice for the health and safety of employees and guests
- The Archdiocese reserves the right to prohibit unvaccinated employees/clergy from entering archdiocesan facilities for reasons of health and safety of employees and guests.

Non-compliance with the provisions of this policy may result in disciplinary action for those individuals.

More details about the policy and how to submit vaccination documentation, apply for exemptions, and submit test results will be forthcoming and shared before the policy takes effect.

Other questions should be submitted via email to [vacpolicy@archchicago.org](mailto:vacpolicy@archchicago.org)

Approved September 1, 2021

A handwritten signature in black ink, appearing to read "Blase Cupic" or similar, written in a cursive style.

Archbishop of Chicago