



COVID-19 Vaccination Requirement Policy Frequently Asked Questions (FAQ)

NOTE: *This FAQ is supplemental to The Chicago School's official COVID-19 Vaccination Requirement Policy. Please review the full policy for more information. If you have additional questions, please visit the COVID-19 Resource Hub on the Employee Intranet or Community Site or contact TCSPP-COVID19@thechicagoschool.edu.*

Vaccination Requirement Policy

1. When does the policy go into effect?

With the exception of Employees and Students of the Dallas Campus, the updated policy takes effect immediately, with a University deadline for submitting proof of vaccination by December 19, 2021. Exemptions are accepted on a rolling basis. Employees seeking an exemption should allow 15 days for the review to be completed and a decision rendered. Any consequences associated with being unable to access campus during this processing period are born by the Employee.

2. Is this a one-time mandate, or will I be required to get boosters or annual shots?

This is a permanent policy. The Chicago School anticipates that the CDC may update the definition of Fully Vaccinated to include booster shots. Should the CDC do so, to continue to be classified as Fully Vaccinated, Employees and Students will be required to obtain the booster shot and provide proof of vaccination. Employees and Students will be notified of the deadline for compliance once additional information about boosters is available.

3. How can I get a vaccine?

[Find a vaccination site near you.](#)

4. Who will pay for the vaccine?

[COVID-19 vaccines are available to everyone in the United States at no cost, regardless of insurance or immigration status.](#)

5. What if I am not eligible for a vaccine?

Everyone ages 5 and older across the United States are now eligible to receive a vaccine.

Exemptions

6. If I have applied for or been granted an exemption, what additional safety measures will I be required to observe?

All Employees and Students that have been granted an exemption will be subject to safety measures outlined in TCSPP's COVID-19 Resource Hub on the TCSPP Intranet (for employees) and Community Site (for students). Additional safety measures may be deemed necessary, depending on the circumstances, by local public health, environmental health and safety, occupational health, or infection prevention authorities. In that case, a person who has received an approved exemption (or whose request is pending) will be informed of any additional requirements.

We will accommodate Students on a case-by-case basis. Alternative remote instructional programming is provided at the discretion of the University. It is not a required component of an accommodation, and it is not expected to be available in most cases. It will be provided as an option when feasible and academically indicated. The availability of alternative remote work arrangements will depend on the nature of the work to be performed and the business and operational needs of TCSPP.

7. I am pregnant. Will I be eligible for a medical exemption?

You will be eligible for a temporary medical exemption throughout your pregnancy. You must file for a disability accommodation to be eligible beyond that point.

TCSPP strongly recommends that all Students, trainees, and personnel be vaccinated unless they have [contraindications](#) or [precautions](#), as defined by the CDC. Contraindications and precautions are a condition that may increase the risk for a serious adverse reaction to the vaccine, may cause diagnostic confusion if the vaccine is administered, or may compromise the ability of the vaccine to produce immunity.

8. I was recently diagnosed with COVID-19, and/or I had an antibody test that shows that I have natural immunity. Does this support a medical exemption?

You are eligible for a temporary medical exemption for up to 90 days after your diagnosis of COVID-19. Per CDC guidelines, a person treated with monoclonal antibodies or convalescent plasma should wait 90 days before receiving a vaccine. Also, per CDC guidelines, people who are currently ill with COVID-19 should not obtain a vaccine until fully recovered.

If you have a positive antibody test, those test results do not meet the criteria for a medical exemption. According to the [U.S. Food and Drug Administration](#), "a positive result from an antibody test does not mean you have a specific amount of immunity or protection from SARS-CoV-2 infection. Currently authorized SARS-CoV-2 antibody tests are not validated to evaluate specific immunity or protection from SARS-CoV-2 infection." For this reason, individuals who have had an antibody test are not exempt from vaccination.

Proof of Vaccination

9. How do I enter my vaccine information and upload my card?

New and continuing Students will upload proof using the proof of vaccination link on the homepage of the TCSPP Community Site; instructions can be found on the COVID-19 Resource Hub.

Employees should follow the entry and upload instructions for Workday, which can be found in the COVID-19 Resource Hub on the homepage of the Employee Intranet.

10. I lost my vaccine card.

Contact the site where you received your vaccine. They may be able to provide you with proof of vaccination. You can also contact your state's health department. Some states have registries that include adult vaccines.

11. I have two vaccine cards.

If you received separate vaccine cards for each dose of a multi-dose vaccine (e.g., Pfizer, Moderna), please upload a photo or scanned copy of the front of each card.

12. I made a mistake uploading my vaccination documentation (e.g., card photo).

If you made an error, you can update your record at any time. Follow the upload instructions to upload a different file.

13. Do I have to wait until I receive the final dose to upload my proof of vaccination?

No. You may submit proof with each dose received.

14. How do I know if my proof of vaccination was accepted?

After you complete the upload process, it will take our team up to one (1) week to review your information. If there are any issues with your proof of vaccination, we will contact you by email. You do not need to check the status of your upload. We will contact you if there is a concern.

15. How are you maintaining the security of my vaccine information?

Your vaccine information will be treated as confidential medical information, and only limited individuals will have access to the information. The information will be maintained in accordance with all applicable laws and public health regulations.

16. How will vaccination data be used?

Vaccination data will be used to confirm compliance with this policy, track community vaccination rates, and comply with federal, state, and/or local public health guidelines. The information will be maintained in accordance with all applicable laws and public health regulations.

17. How will I know if my co-workers or fellow students are unvaccinated?

You won't know. Because vaccination-related information is private and confidential, TCSPP will not disclose the vaccine status of Employees or Students except on a need-to-know basis.

Applicability to Students

18. Does this policy apply to TCSPP Online Campus Students?

The COVID-19 Vaccination Policy does not apply to “students whose complete course of study is entirely web-based, a fully online degree program, fully remote, and/or requires no regular attendance on campus.”

If you have questions about whether this applies to you, please contact Student Support.

19. I want to visit another campus. What requirements do I adhere to?

If you are visiting another campus, you will be required to adhere to any campus COVID-19 safety measures being enforced at the time (e.g., social distancing, mask mandate). Per Executive Order 2022-12. Covid-19 executive order No. 105, any visitors to the Chicago campus must also comply with one of the following:

- Have proof of being fully vaccinated on file (you can submit [here](#))
- Provide proof of vaccination status upon entry to the campus
- Have an approved exemption on file, and show a negative test based on our policy (you can submit a request for exemption [here](#), you can submit a negative test [here](#))
- Simply show a negative test on entry based on our policy

Please consult the COVID-19 Hub prior to your visit to determine if there will be any COVID-19 related safety requirements in place at the time of your visit.

Applicability to Employees

20. Does this policy apply to all TCSPP Employees or only those who work on a TCSPP campus?

The COVID-19 Vaccination Policy does not apply to employees designated by HR as “Remote”. An Employee is considered Remote if they have no physical presence on campus. Employees’ final permission to be exempt from this policy based on remote work arrangements must be obtained through Human Resources. They will work with appropriate University Leadership to make the determination.

21. Does this policy apply to TCSPP Online Campus Employees?

Employees designated by HR as “Remote” are not subject to TCSPP’s COVID-19 Vaccination Policy. An Employee is considered Remote if they have no physical presence on campus. Employees’ final permission to be exempt from this policy based on remote work arrangements must be obtained through Human Resources. They will work with appropriate University Leadership to make the determination.

22. Will Employees receive paid time off to be vaccinated?

Yes, full-time Employees may take time off to attend a vaccine appointment and/or if they cannot work or telework due to vaccine-related side effects. Employees should always provide advance notice to their manager about time-off requests. Please contact Human Resources if you have any questions about available time off or leave.

If you used PTO or any other type of time off from January 1, 2021, for any of the reasons above, you may be able to make a correction. Please refer to the time-off correction instructions for Workday.

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Please consult the COVID-19 Hub prior to your visit to determine if there will be any COVID-19 related safety requirements in place at the time of your visit.

International Vaccines

24. Will TCSPS accept internationally approved vaccines even if not authorized or approved in the United States?

Yes, if the vaccine is authorized by the World Health Organization (WHO). The WHO assesses and lists unlicensed vaccines, therapeutics, and diagnostics during public health emergencies. Several vaccines not available in the United States have received Emergency Use Listing (EUL).

A document summarizing the status of international vaccines can be found online on the [WHO's website](#) (on the website, click on the link to the status of COVID-19 vaccines in the EUL/PQ evaluation process). Consistent with CDC guidance, TCSPS will accept proof of Full Vaccination with any international vaccine that has been authorized for emergency use by WHO through the EUL process. Full Vaccination is defined as two weeks post completion of a COVID-19 Vaccine series (for example, 1 dose of the Janssen/J&J vaccine, or 2 doses within no more than 12 weeks of the Moderna or Pfizer/BioNTech (Comirnaty).

Those who are not Fully Vaccinated generally will be required to receive an FDA-licensed or authorized vaccine no less than 28 days after their last international vaccination. In the interim, they will be treated as if they are not Fully Vaccinated.

25. I was vaccinated in another country where the government increased the time between first and second vaccines to longer than advised. Do I have to be revaccinated?

No. If you have proof of completing a series of any FDA-licensed or FDA- or WHO-authorized vaccine consistent with your country's implementation, you will be considered to have been Fully Vaccinated.

Questions

26. I am not symptomatic, but I learned I was exposed to someone who is COVID positive. What should I do?

If you test positive for COVID-19, you must report your diagnosis to TCSPS and follow university rules for returning to campus safely. Students: To report a positive COVID-19 case, follow the instructions on the COVID-19 Resource Hub. Employees: To report a positive COVID-19 case, follow the instructions on the Intranet COVID Hub.

If you're unsure about how to address exposure to COVID-19, consult and follow the CDC policy for

[quarantine and isolation](#), or if you live in California, the California Department of Public Health requirements. If you are a student and have any questions after reviewing this policy, please contact Student Support for further support. If you are an employee and have any questions after reviewing this policy, please contact Human Resources for additional support.

27. Who can I contact with questions?

Please send your questions to tcspp-covid19@thechicagoschool.edu. A member of our COVID-19 response team will respond as quickly as possible.