



Checklist for Hiring Managers: Staying Compliant with COVID-19 Requirements

You're in the process of hiring a new employee for your school, college or department. What is the process for staying compliant with Creighton's COVID-19 requirements?

What you need to know:

1. To address compliance with federal guidelines, Creighton is requiring all new hires to be **fully vaccinated** against COVID-19 or have an **approved religious or medical exemption** on file with the University **prior to beginning work or coming to our campuses**.
2. All offers of employment are contingent upon maintaining compliance with this requirement.
3. Your Human Resource generalist will communicate COVID-19 requirements with final candidates and new hires, and adjust start dates according to compliance.
4. HR will provide final candidates with directions on how to submit proof of COVID-19 vaccination(s) to Creighton or how to request a religious or medical vaccine exemption from the University at the time the candidate signs a written offer of employment.

Vaccine Exemption Requests:

1. All exemption requests will be reviewed by the University for approval or denial, and a response will be provided within five business days.
2. If an exemption request is denied, the new hire must abide by the vaccination requirement.

How you can help:

DON'T ...

- > Inquire about the vaccination status of a candidate.
- > Argue with candidates about the merits of COVID-19 vaccinations.
- > Accept vaccination cards or exemption forms.

DO ...

- > Share information on the importance of compliance.
- > Refer candidates with specific questions to Creighton's [COVID-19 website](#), your [HR generalist](#) or CoronavirusResponse@creighton.edu.
- > Communicate with your HR generalist regarding the status of a final candidate.

Questions? Email CoronavirusResponse@creighton.edu