The following FAQ addresses questions regarding Creighton University’s response to Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors. In accordance with the executive order, all Creighton employees are required to be fully vaccinated for COVID-19 by Jan. 18, 2022, unless otherwise exempted.

Additional questions? Email CoronavirusResponse@creighton.edu.
Updated 11/19/2021

1. **Why is Creighton considered to be a federal contractor?**
   The executive order issued by President Biden applies to all workplaces that contract with the federal government. As Creighton has employees and programs supported by federal funds, the University is considered a federal contractor.

2. **Does this federal requirement apply to all Creighton employees or just those working on federal contracts?**
   This applies to all Creighton employees, including those working remotely or in hybrid arrangements, part time and full time.

3. **What about individuals who volunteer their time at Creighton but are not officially employed by the University. Do they still need to follow the federal vaccine requirement?**
   Yes, those working on Creighton’s campuses in a volunteer capacity are still required to follow the federal guidelines. Volunteers who have a guest NetID should upload proof of vaccination to the Birdhouse or file a request for an exemption. Volunteers who do not have a NetID should email their vaccination records to EmployeeHealth@creighton.edu; they can also file a request for an exemption using the current process for employees but leaving the NetID line blank.

4. **What is the primary requirement for Creighton employees under this federal mandate?**
   All Creighton employees will need to be fully vaccinated for COVID-19 by Jan. 18, 2022, or apply for and receive a medical or religious exemption from the University.

   Individuals are considered fully vaccinated two weeks after receiving the second dose of two-dose vaccines, such as Pfizer and Moderna, or two weeks after a single dose of Johnson & Johnson.

   Exemption forms are posted on the University’s COVID-19 Response website.
5. **Why did the deadline for the vaccination requirement under Executive Order 14042 change to Jan. 18, 2022?**
   The federal guidance continues to change. Creighton will monitor and update accordingly.

6. **How will Creighton monitor compliance?**
   Creighton employees should upload proof of vaccination after each dose of vaccine, including booster shots, to the Birdhouse. University Compliance will oversee compliance efforts. All information provided will be kept strictly confidential. Notice of whether an exemption is granted or denied will be shared with Human Resources and the affected manager for compliance. However, details regarding the nature of the exemption will not be released, and all exemption forms will be kept in compliance with federal law.

**VACCINATIONS**

1. **Will Creighton be administering COVID-19 vaccines like it did last spring with the community clinic inside the Rasmussen Center?**
   No. Employees are encouraged to consult with their health care provider. More information on COVID-19 vaccines and where to get them is available on the Centers for Disease Control and Prevention (CDC) website. Or check out your local county health department website.

2. **What if I can’t remember whether I’ve uploaded my COVID-19 vaccinations to the Birdhouse?**
   Don’t worry, employees missing COVID-19 vaccination records in the Birdhouse will be notified.

3. **What if I’ve lost my COVID-19 vaccination card?**
   Immunizations are reported to the appropriate state health department's Immunization Information System (IIS). The CDC has IIS records for all 50 states listed online, where you can look up and obtain a digital copy of your COVID-19 vaccination records after verifying some personal information.

   In Douglas County, the health department has information on its website for requesting a replacement vaccination card. In Phoenix, individuals who have misplaced their COVID-19 vaccination card can submit an immunization record request to the Arizona Department of Health Services (ADHS) using this form.

4. **Are booster shots required as part of this federal mandate?**
   While the CDC recommends COVID-19 booster shots for certain populations, at this time, it is not required for Creighton employees under the federal mandate.

   The University will continue to monitor federal requirements and communicate any necessary updates to our current protocols.
For those who do receive a booster shot, proof of vaccination should be uploaded to the Birdhouse.

5. **When is the last day to get the vaccine and still be compliant?**
   Individuals are considered to be fully vaccinated two weeks after the single dose of the Johnson & Johnson vaccine or two weeks after the second dose of the Moderna and Pfizer vaccines, which require four and three weeks between doses, respectively.

   Therefore, Jan. 4, 2022, is the last day individuals can get their final dose to meet the Jan. 18, 2022, deadline.

   Employees who are not already vaccinated are strongly urged to start the process immediately.

6. **What happens if I cannot get vaccinated before that date?**
   Please email CoronavirusResponse@creighton.edu to discuss your particular situation and receive guidance.

7. **Do I have to pay for the vaccine?**
   No, COVID-19 vaccines are available for everyone at no cost. Consult the CDC website for more information on COVID-19 vaccines and where to get them.

8. **Do I need to take time off to get the vaccine?**
   No, Creighton is providing paid time off for employees to receive their primary dose or doses of the COVID-19 vaccines in accordance with Executive Order 14042. Employees will be provided up to four hours of excused time to receive each dose of vaccine.

   If the employee is absent due to side effects associated with receiving the vaccine, the employee may use accrued sick leave. If the employee has insufficient accrued sick leave to cover the absence, the University will permit employees to use excused time for up to 16 hours, less any available accrued sick leave.

   Employees should work with their managers in scheduling their primary vaccination(s) and recording excused time off. [See how to record paid time off for COVID-19 vaccinations.](#)

**EXEMPTIONS**

1. **I am a faculty or staff member. How do I apply for the medical or religious exemption?**
   Visit Creighton’s [COVID-19 Response website](#) and download the applicable exemption form. Email the completed signed form to EmployeeExemptions@creighton.edu; please use “COVID-19 Medical Exemption Request” or “COVID-19 Religious Exemption Request” in the email subject line depending on which form you are submitting.

2. **How long will it take to learn if I have received an exemption?**
Once an exemption request is submitted to EmployeeExemptions@creighton.edu, expect up to five business days for a response as to whether the request is approved or denied. You will receive notice by email.

3. **Who has access to information provided in the exemption forms?**
   Those with responsibility for reviewing and determining whether a request for a medical or religious exemption should be granted have access to a respective exemption form. Notice of whether an exemption is granted or denied will be shared with Human Resources and the affected manager for compliance, but the details regarding the nature of the exemption will not be released and all exemption forms will be kept in compliance with federal law.

4. **I am a student. Why am I not able to apply for the religious exemption?**
   Creighton University has historically not allowed for an immunization waiver on religious grounds for students. The safety and health of our students, the University community, and the health of all others has been the reason for this long-held institutional precedent. Federal law requires that employers provide employees opportunities for religious and medical exemptions.

5. **What happens if I do not get vaccinated or get approved for an exemption?**
   Guidelines for compliance enforcement will follow the progressive framework as currently outlined in the Faculty Handbook and the Employee Performance and Conduct Policy. The intent is to ensure that Creighton University maintains compliance with the federal order and continues to follow the latest COVID-19 guidance for the health and safety of our campus community. For more information, see the Creighton COVID-19 Compliance Enforcement document.

6. **If I am approved for an exemption, will I have any additional requirements, like wearing a face covering or testing?**
   Yes, unvaccinated individuals who receive an exemption will be required to follow these federal guidelines in regard to wearing a face covering and physical distancing while on Creighton’s campus:
   - Wear a face covering inside all buildings, and outdoors when around large crowds or in spaces that don’t allow for six feet of physical distancing.*
   - To the extent possible, maintain a distance of at least six feet from others at all times, including in offices, classrooms, conference rooms, laboratories, and all other workspaces and communal areas.*

   * Exceptions are provided for when individuals are: 1) in their personal living spaces, including residence halls; 2) alone in an office with floor-to-ceiling walls and a closed door; 3) eating or drinking and maintaining appropriate distancing; 4) engaged in high-intensity activities.