

COVID-19 Vaccine for Employees and Students

The University recognizes that vaccine requirements in certain University settings, but particularly in patient care settings, are both prudent and important. To that end, the COVID-19 vaccine has been added to the mandatory vaccines for individuals in certain groups. The declination process in place for other mandatory vaccines is in effect for this vaccine as well, as described in Paragraph D below. These requirements will be updated as appropriate, based on guidance from public health agencies and officials.

A. Mandatory Vaccine: Effective June 1, 2021, the following individuals are required to submit a completed COVID-19 Vaccine Documentation Form:

1. Faculty, staff, and students with patient-facing responsibility. For purposes of this policy, “patients” include clinical and hospital patients, mental health and allied health clients, clinical human research participants, simulated patients, and parents/guardians of patients who cannot provide legal consent. “Patient-facing responsibilities” include any activities that are anticipated to necessitate direct contact or close physical proximity (6 feet for 15 minutes) to a patient. Supervisors are responsible for determining whether the individuals in their area are patient-facing.

2. Individuals who will observe, shadow, or volunteer in an area where patients are reasonably expected to be.

Faculty, staff, and students who are participating in an elective Study Abroad program should contact the Study Abroad office for current requirements of the University and country and program involved.

B. Documentation:

1. At a minimum, vaccine documentation must include the recipient’s first and last name, recipient’s date of birth, vaccine manufacturer, date(s) for each dose, and healthcare professional or facility that administered each dose.

2. The following documentation is acceptable as proof of vaccine and booster. Student and Employee Health (918-660-3102) can answer specific questions regarding documentation.

- a. Documentation from [Oklahoma State Immunization Information System \(OSIIS\)](#) or other state vaccine registry¹
- b. A legible copy of the front side of a completed CDC Vaccine Record card
- c. Documentation from the licensed health care facility that vaccinated the individual
- d. Other official documentation that includes the information in B.1 above.

3. Documentation will be submitted as follows:

- a. Students will follow the [Student Process for COVID-19 Documentation](#)
- a. Employees and student employees will complete the [COVID-19 Vaccine Documentation Form](#) and follow the submission instructions on it.

¹ https://osiis.health.ok.gov/osiis_public/LoginPublicPortal.aspx

C. Vaccine Availability: The University strongly encourages all other faculty, staff, and students to complete a COVID-19 vaccine series. OU-Tulsa students and employees may [schedule a vaccine in the Internal Medicine clinic at covidvaccine.ou.edu/tulsainternalmedicine](https://covidvaccine.ou.edu/tulsainternalmedicine) or check their [local health department website](#).

D. Vaccine Completion Dates: During the implementation phase, current faculty, staff and students who have not yet completed a [World Health Organization \(WHO\) approved](#) COVID-19 vaccine series have until June 30, 2021, to complete at least the first dose of or submit the declination form.

1. Current faculty, staff, and students who have completed only the first dose of a 2-dose WHO-approved vaccine series as of June 30 have until July 31, 2021, to complete the series and provide documentation via the COVID-19 Vaccine Documentation Form. As of August 1, a completed COVID-19 Vaccine Documentation Form must be on file for all individuals described in Paragraph A 1-3 above.
2. Faculty, staff, and students who are hired or begin classes after June 1 must complete the first dose of a 2-dose WHO-approved series or a single series dose of a WHO-approved vaccine within 30 days of appointment (employees, volunteers) or of the first day of classes (students) and must complete the series no later than 60 days from then. Students should confirm specific dates and deadlines with their college/program.

E. Declination: Faculty, staff, and students with patient-facing responsibility who decline to be vaccinated must complete and submit the appropriate Declination of COVID-19 Vaccination Form and comply with any preventive measures directed by the facility where the individual will perform academic or employment responsibilities. Reasons for declining include medical condition and non-medical bases. Process and forms are available here:

Employees and student employees: <https://apps.hr.ou.edu/DMS/documents/files/COVID-19 Declination Form/COVID Declination 06012021.pdf>

Students: <https://students.ouhsc.edu/Current-Students/Student-Wellbeing/Health-Clinic/required-immunizations>