MEMORANDUM

TO: ECU Community

FROM: Chancellor Philip Rogers
Interim Vice Chancellor for Research, Economic Development and Engagement Mike Van Scott
Interim Provost Grant Hayes
Interim Vice Chancellor for Health Sciences Ron Mitchelson

DATE: October 25, 2021

SUBJ: Federal Contractor Vaccine Mandate

In response to President Biden’s Executive Order 14042 and guidance issued by the Safer Federal Workforce Task Force requiring COVID-19 vaccination for employees of federal contractors, we have identified the appropriate next steps in light of over $8 million this campus currently receives in federal contract funding. This funding supports cutting-edge research, educational programs, outreach and other initiatives that further our mission. These funds also directly pay salaries for over 40 employees. Federal contract funding is an important revenue stream that must be protected.

The federal vaccine mandate applies to all employees who are working on or in connection with a federal contract or who work in the same location as employees working on a federal contract. The mandate applies to full-time and part-time employees as well as those working remotely or under flexible work arrangements.

All employees who are subject to the federal vaccine mandate must be fully vaccinated against COVID-19 by Dec. 8, 2021, unless they qualify for an exemption based on a medical disability or having a sincerely held religious belief. The federal mandate requires employees provide written proof of vaccination. Affected employees will be notified by ECU Human Resources no later than Tuesday, Oct. 26, 2021 and will be provided instructions on how to submit proof of vaccination.

We are taking a measured approach in notifying employees who are subject to the mandate, starting with those who are working directly on or in connection with federal contracts. As we obtain federal guidance on the details, it is possible that more employees will be subject to the mandate.

Our consistent efforts to encourage faculty and staff to get vaccinated, including our “Get Vaccinated or Get Tested” policy, puts our campus in a strong position to comply with the federal vaccine mandate. Already, 82% of our faculty and staff have attested to being vaccinated.

Key Dates Related to this Requirement

You should act now. Under federal guidance, individuals are considered “fully vaccinated” two weeks after completing either a second dose in a two-dose series or one dose of a single-dose vaccine. To be fully vaccinated by the Dec. 8 federal deadline, employees should complete their vaccination according to the following schedules:

- For Moderna, you should receive your first dose by Oct. 27 and your second dose by Nov. 24.
- For Pfizer, you should receive your first dose by Nov. 3 and your second dose by Nov. 24.
- For Johnson & Johnson, you should receive one dose by Nov. 24.

Booster shots are not included under the federal vaccine mandate.
The federal vaccine mandate does not apply broadly to all categories of student workers. Postdoctoral scholars and graduate students working on a federal contract are likely subject to the mandate and should comply with the vaccination requirement.

Employees subject to the mandate may seek an exemption due to a medical disability or a sincerely held religious belief. The Return of Pirate Nation website has the employee religious exemption form that should be used to request exemption; more information and an updated specific form for medical exemption are coming for this federal vaccine mandate.

Employees who do not comply with the federal mandate may be subject to disciplinary action. We are seeking federal guidance about what consequences must be imposed to comply with the federal requirements.

**Getting the Vaccine and Uploading your Card**

Employees may get vaccinated at the ECU Family Practice Center Pharmacy or use the NC DHHS Find My Spot vaccine locator tool. University policy allows employees up to eight hours in one day paid work time for vaccinations, received on or off campus, occurring within regular work hours, with their supervisor’s permission. Employees are also entitled to paid leave for adverse reactions to COVID-19 vaccinations on the day or the day after the vaccine is received.

While this mandate does not currently apply to all employees, we do encourage all vaccinated ECU employees to submit their COVID-19 vaccination records to covidvaccination@ecu.edu which is managed by ECU Human Resources. Information received via this email address is uploaded to the confidential medical portion of the employee’s personnel file and is treated in the same way as other confidential medical information (e.g. FMLA paperwork).

Please note: If employees responded to the Employee Attestation survey they were vaccinated and/or uploaded their vaccination card to myPIRATEchart, we still ask that they submit their proof of vaccination to covidvaccination@ecu.edu.

We encourage you to take action now, not only for the health of you and your community, but also to continue the important work of our institution.