June 11, 2021
Guidance to Managers Regarding Workplace Practices Related to Covid-19 Vaccine Requirement for Employees

Requirement

By July 1, 2021, all faculty, staff, researchers, appointed visiting faculty and researchers, temporary employees, and independent contract employees\(^1\) routinely working on the Princeton campus or in property occupied by the University are required to provide their vaccination status/information in VacStatus. All that have not received an accommodation must provide proof of having received their final dose of the vaccine (second dose for two-dose vaccine or one dose for single dose vaccine) by August 1.

Managers of casual, temporary and per diem employees and independent contractors, should forward the vaccination memo and communicate the vaccination requirements to them.

In-Person Operations between now and until further notice (new instruction will be provided in July as executive orders shift)

Managers need not ask employees if they are vaccinated. Managers and employees are instructed to use the honor system based on the following, which managers can and should communicate to their staff if holding in-person activities. However, managers may ask for vaccination status as necessary to make arrangements for conducting work in accordance with current social distancing requirements as noted below:

- **Daily Symptom Check:** Per current New Jersey executive orders, employees must continue to use the [Daily Symptom Check](https://www.princeton.edu/) before coming to campus, regardless of vaccination status. Employees will receive an automated email if they enter a University building without completing their Daily Symptom Check.

- **Social Distance:** If employees are fully vaccinated, they do not have to socially distance. If employees are not fully vaccinated, they must continue to maintain social distance, which may mean sitting apart from others or even joining meeting by zoom or phone, etc. Planning workspaces for unvaccinated employees to maintain social distance may require reassignment of desks or other arrangements with the manager’s involvement. Managers may also use staggered shifts to help maintain social distance, as necessary. Managers do not need to make changes to or create a resumption plan, and the University will not be making facility modifications.

- **Face Covering:** As of June 3, 2021, the University updated its [face coverings policy](https://www.princeton.edu/) for all students, staff, faculty and visitors. Face coverings are no longer required outdoors regardless of vaccination status. However, face coverings continue to be required indoors, regardless of vaccination status. Exceptions to the indoor face covering policy, such as when an employee is alone in a reserved room or a student is alone in their living space on campus, are outlined on the [COVID Resources website](https://www.princeton.edu/). Managers may remind employees that some people may feel more comfortable wearing a face covering or keeping social distance for a while, even if fully vaccinated. While most in the workplace will be vaccinated, people should avoid drawing conclusions or making assumptions about the vaccination status of others based on face coverings or social distancing comfort levels.

- **Testing:** If employees are in the workplace regularly for any amount of time, regardless of vaccination status, they must enter the University’s asymptomatic testing program. Employees who are not currently in the asymptomatic testing program will need to be enrolled. Managers will need to update the employee list in their Resumption plan to enroll their employees in the asymptomatic testing program.

- **Gatherings, Events, and Meetings:** As of June 3, 2021, in-person gatherings of 25 or fewer staff, faculty and students indoors and 100 or fewer outdoors do not need approval from the Gatherings Review.

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\(^1\) An independent contract employee is an individual hired by the department or office to conduct work that is supervised and directed by a University employee. This does not include contractors who report to and are directed by a supervisor within the outside company.
Gatherings on campus for staff, faculty and students of more than 25 people indoors and 100 people outdoors may be held in-person if approved by the Gatherings Review Team. All University public health measures must be followed and the event should be scheduled through the EMS web app scheduling.princeton.edu for reservable spaces. For information about visitors attending gatherings on campus, consult the Visitor Policy.

- If you are planning an indoor meeting of any size, be aware that you may have a mix of fully-vaccinated people who do not need to social distance and others who need to social distance. Consider allowing participation via Zoom or use a space that can allow enough space for some to maintain social distance.
- Food is allowed at meetings. Individuals may remove their face coverings to eat, indoors or outdoors. Food does not need to be individually wrapped.

- **Asking about vaccination status.** While managers should not need to know the vaccination status of an individual, if there is a business need to know:
  - You may ask:
    - Have you been vaccinated for COVID-19?
    - Do you need to maintain social distance?
    - What is your vaccination status?
  - You may not ask:
    - Why haven’t you been vaccinated?
    - Do you plan to be vaccinated?
    - Have you asked for an exemption or accommodation?
    - Any other follow-up questions.
  - If an individual reports to you that they are not vaccinated and do not intend to be vaccinated, please contact your HR manager.

For additional information on safe work practices visit the COVID Resources website. Please consult with your senior HR manager regarding any questions you or your staff may have regarding the vaccine requirement, associated accommodations, or workplace operations. You may also reference the vaccine requirement policy and the FAQs. For technical questions about using VacStatus, consultants at the OIT Support and Operations Center (SOC) are available from 6 a.m. to midnight EDT, seven days a week at 609-258-4357 (8-HELP), helpdesk@princeton.edu, and via online chat.

Additional guidance will be provided in July for the remainder of the summer, and then for the fall, including what if any information is necessary for managers to know about the vaccination status of their staffs.