**Vaccine verification process**

This document outlines the principles, needs, and process for verifying COVID-19 vaccine status of research personnel when it is required to safely and adequately conduct UO business. *Note that for research participants, the IRB is responsible for determining when vaccination requirements are appropriate and what mechanisms are appropriate for verification.*

**Principles**

* Protect the physical and mental health of students, faculty, and staff.
* Protect the research participant volunteers that make our research possible.
* Maintain operations at a high standard that allows our researchers the opportunity to succeed in their careers (and successfully compete with their peers at other institutions).

**Research Business Needs**

* The IRB has approved a study with the determination that vaccination of research personnel is a necessary measure to mitigate risks associated with participation in a research study.
* The population studied is likely to contain a significant percentage of unvaccinated individuals (e.g. young children, immuno-compromised individuals).
* The terms of the research grant/contract requires personnel to be vaccinated.
* OVPRI will facilitate evaluation of other business needs as needed.

**Requirement**

During periods of [substantial or high spread](https://covid.cdc.gov/covid-data-tracker/#county-view), as defined by the CDC, only vaccinated research personnel should work with populations that are vulnerable/ have low vaccination rates (e.g. young children or immune-compromised), and that masks will be worn and physical distancing will be maintained to the greatest extent possible, following CDC guidance.

**Process**

**Students:**

* The PI of the research project shall provide researchIMT@uoregon.edu by email with a list of student (graduate and undergraduate) personnel who will be working on the project along with a statement clearly stating the business need (e.g. working with human subjects). Please include, name, email, and 95#.
* OVPRI will work with UHS to verify that students on the email list are vaccinated and respond back to the PI. The response will include messaging on best practice concerning proper and improper use of the requested information.

**Employees:**

* The PI of the research project shall provide leadership of their home unit by email with a list of personnel who will be working on the project along with a statement clearly stating the business need (e.g. working with human subjects).
	+ Hal Sadofsky for CAS (e.g. Psychology, Human Physiology personnel)
	+ John Seeley for COE (e.g. Department or COE center personnel)
	+ OVPRI, researchIMT@uoregon.edu, for OVPRI centers and institutes, (e.g. PSI or ION personnel)
* Deans/OVPRI will compare PI lists to the lists provided by HR containing individuals required to undergo mandatory COVID testing due to not being fully vaccinated.
	+ The HR provided list of individuals requiring COVID testing will be evaluated prior to removal of approved absences and exemptions. New employees cannot be certified until they have been employees long enough so that if they require COVID testing, they will appear on the HR supplied list.
	+ Individuals on the PI list who are not on the HR testing list will be considered vaccinated. HR will be conducting regular audits of the HR testing list to ensure this is the case.
* The Dean’s office and OVPRI will work together to ensure that potential gaps in lists are addressed while maintaining the highest level of confidentiality in employee’s vaccination status.
	+ Leadership recognizes that many complex faculty projects may span units.
	+ Banner, EPCS, and the UO directory will be used to disambiguate potential corner cases.
	+ Direct communication between OVPRI and Dean’s office will be used to resolve any final ambiguous cases.
		- This will be done by phone or MS Teams direct messaging only to avoid generation of persistent email records.
* The Dean’s office or OVPRI will provide assurance to the PI that all personnel are vaccinated for individuals in their unit on the study in question along with messaging concerning proper and improper use of that information.