



To: School leaders and school employees receiving or seeking an accommodation
From: Human Resources and the Office for Catholic Schools
Re: Unvaccinated school workers
Date: August 19, 2022

The purpose of this memo is to outline the updated accommodation procedures for unvaccinated school employees who received an approved exemption for the COVID-19 vaccine mandate during the 2021-2022 school year. In addition, it provides information on the process for new employees seeking a COVID-19 vaccine exemption as well. **School leaders need to provide a copy of this memo to all employees currently receiving or seeking an exemption to the vaccine mandate.**

Overview

Below are CDC documents outlining what is known about COVID-19, effective mitigation strategies, and vaccine information. We recommend reading this information:

- [Summary of Guidance for Minimizing the Impact of COVID-19 on Individual Persons, Communities, and Health Care Systems – United States, August 2022 \(cdc.gov\)](#)
- [Myths and Facts about COVID-19 Vaccines | CDC](#)

2022-2023 Changes

The changes below align with the vaccine mandate and the related accommodation process. These changes also reflect the recent updates to the Washington State Department of Health COVID guidance and protocols.

Existing Employees

Are **required** to:

- Comply with all current COVID-19 guidelines and protocols as outlined by the CDC, the school's local health jurisdiction, the Archdiocese of Seattle, and any school/parish related policies
- Adhere to [protocols for monitoring, isolating, and testing](#) should they develop symptoms related to COVID-19 or knowingly be exposed to the virus, and will notify the school within 24 hours should they test positive

Are **no longer required** to:

- Mask onsite (but are welcome to do so if they choose)
- Test weekly
- Remain physically distanced (6 feet away from others)

Newly Hired Employees

Are ***required*** to:

- Provide proof of vaccination to the school administrator upon hire and upload the vaccination record to the CLUE app in Paycom, OR
- If unvaccinated, the employee must receive an approved medical or moral/ethical exemption from the Archdiocese' Human Resource Department before their employment can be finalized.
 - To begin the exemption process, the principal must send an email to Human Resources (HumanResources@seattlearch.org) and copy the employee. HR will then initiate the process with the employee.
- Adhere to the requirements outlined above under 'Existing Employees' upon receiving an approved exemption

NOTE: The employee's signature on the original accommodation plan serves as their agreement to these changes. The amendments outlined in this memo are a condition of employment and must be followed. Failure to do so may result in termination. These accommodations are subject to change.