

## COVID Vaccine Administration Frequently Asked Questions

1. Am I required to receive the COVID vaccine?

No. The vaccine is voluntary although Rowan encourages employees to receive the vaccine unless directed otherwise.

2. Can all employees of Rowan receive the vaccine?

Not at this time. Only employees who are in category 1a (healthcare, police, handling infectious waste) or those in 1b (over 65 or 18-64 with qualified medical conditions) are eligible at this time. We will continue to update you as the Governor and the CDC change the directives.

3. Will I get the vaccine on the Glassboro campus?

No. The vaccine must be obtained at the Stratford campus of the Rowan School of Osteopathic Medicine. Current regulations do not permit the transport of the vaccine to off-site locations.

4. How will I know where to go for the vaccine?

See the Rowan Medicine link for additional information <https://rowanmedicine.com/vaccine/>

5. If I travel to Stratford, will I be reimbursed for mileage?

No. Employees traveling to Stratford are doing so outside of their regular job duties. Therefore, no reimbursement will be provided for travel or expenses. Employees will be paid for a reasonable time away from their work area on the day of the vaccine.

6. If vaccines are only available between 9:00am-4:00pm when I am scheduled to work what do I do?

Employees who are scheduled to work during the vaccine period must secure the approval of their supervisor prior to securing an appointment. Because Rowan is encouraging employees to be vaccinated, Rowan will compensate employees for the time spent traveling to and from the appointment and the time spent being vaccinated. (See web time entry instructions below)

7. If I suffer from side effects and need to call-off work, will I be paid for the time?

Employees who need to take time off due to side effects will be required to utilize personal time (sick, vacation or comp) to be paid for the time.

8. I have heard that some employees have been scheduled but I have not heard anything yet, why?

Rowan Medicine has a limited supply of vaccine and are required to provide for the public and SOM patients. Rowan University employees have been prioritized based on job duties and eligibility. If you are working in a department that is onsite with close student interaction, you will be notified earlier in the process. Remember that only those eligible under the NJ Dept. of Health guidelines may receive the vaccine regardless of where you work.

9. How do I record my time in web time entry so that I get paid?

Exempt employees do not need to record any time away although they still need to secure supervisor approval. Non-exempt employees who input actual time worked should enter the time spent away from campus under the HE code not regular time worked.