

COVID-19 Vaccination Q & A Fact Sheet

October 13, 2021

1. When should I get my vaccinations?

To be fully vaccinated between now and November 30, 2021, all ATSU part-time and full-time employees will need two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine by November 16, 2021. Different vaccines have different schedules. Please go to the [CDC website](#) to learn more about the specific vaccines.

2. Do I still need to be fully vaccinated even though I have had a COVID-19 infection?

Yes. Previous infection of COVID-19 is not an exemption.

3. Who pays for my vaccinations?

FDA authorized vaccines are currently covered at 100% by the ATSU Cigna health plans with no out of pocket costs. This may change in the future. If you are on the ATSU health plan, you may need to submit health insurance information.

4. Does ATSU require a booster vaccination?

At this time ATSU does not require a booster vaccination. To see if you are eligible for a booster vaccination, please see the [CDC information on vaccine booster eligibility](#). ATSU employees considering a booster are encouraged to consult with their primary care provider.

5. Where can I get vaccinated?

Check with your healthcare provider, local pharmacy or county public health office. Additionally, there are several [online resources](#) to help find a vaccination location.

6. Where do I submit my vaccination information?

Employees should use the [Fast Track Pass COVID-19 vaccination verification form](#) to report their COVID-19 vaccinations. Employees who have already reported their COVID-19 vaccination do not need to do so again.

7. What if I need time-off to receive my vaccinations?

Employees are provided time off to receive a vaccination. Employees do not need to take sick time or vacation time. Please communicate with your supervisor about any time you may be gone to receive your vaccination.

8. What if I have a reaction to the vaccination?

Employees should contact their primary care provider if you have a reaction to the COVID-19 vaccine. Employees may return to work when you are feeling better. Employees should keep their supervisor informed any time they may need to miss work. Employees who have a reaction may use their accrued medical time off. If employees do not have accrued medical time off, they should contact Human Resources. Employees who have a medical reaction to the vaccination which does not allow them to become fully vaccinated will need to be tested weekly.

9. Where can I get tested?

In Kirksville, there will be testing provided at the Northeast Regional Medical Center with a standing order from the Gutensohn Clinic. In St. Louis, testing is provided by Affinia. In Mesa and Santa Maria, there are free testing locations within the community. ATSU employees in Kirksville or St. Louis who test at a different location than the Northeast Regional Medical Center or through Affinia may be responsible for additional fees. Employees in Mesa, Santa Maria, or other ATSU sites are welcome to contact Human Resources for assistance if they are having difficulty finding a testing location.

10. What do I do if I have a positive test, have a close contact, or show symptoms of COVID-19?

Employees who have a positive test, close contact, or show symptoms of COVID-19 should stay home, self quarantine, and call your supervisor and Human Resources. Please be sure to contact Human Resources in addition to supervisors (Donna Brown - 660.341.0203 or Tonya Fitch - 602.228.6969). Employees who show symptoms should contact their primary care provider. Please see the CDC website for [COVID-19 symptoms](#).

11. Does ATSU offer medical or religious exemptions?

Yes. Please see the [ATSU Employee COVID-19 Vaccination Exemption Form](#). If you are granted an exemption, you will still need to undergo weekly testing for COVID-19 infection.

12. When do ATSU medical or religious exemption forms need to be submitted?

Religious or medical exemption forms should be submitted as soon as possible but no later than October 26, 2021 to Human Resources. The forms can be submitted in person or online at hr@atsu.edu.

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13. Which COVID-19 tests are acceptable?

ATSU requires PCR/NAAT tests. These tests must be managed by a healthcare professional. Antigen tests and at-home tests are not acceptable.

14. Will I be granted time off for testing?

Employees will be granted time off for testing. Employees do not need to take vacation or medical leave for testing. All employees should coordinate with their supervisor regarding time off for testing.

15. Who pays for my testing?

Free testing is available in many communities. ATSU employees in Kirksville should test at the Northeast Regional Medical Center with a standing order from the Gutensohn Clinic. ATSU employees at the St. Louis Dental Center should test with Affinia. ATSU employees in Mesa, AZ and Santa Maria, CA should have readily available free testing in the community. If an employee has difficulty finding available free testing, please contact Human Resources. Employees utilizing testing locations outside of the testing recommended sites by ATSU are responsible for any costs associated with the testing.

16. Who do I submit my test results to?

ATSU employees will submit their test results to Human Resources via an online form. The form will be available at a later date.

17. Do I still need to be tested if I have a medical or religious exemption?

Yes. Medical and religious exemptions are for the vaccination. Employees who receive a medical or religious exemption for the vaccination will need to test weekly and provide Human Resources with the results.

18. I do not come to campus very often. Does this apply to me?

The vaccination requirement applies to all full-time and part-time employees regardless of work location status.

19. Who do I contact with questions?

Please contact Human Resources with any questions.