



Memorandum

Cleveland Institute of Art | 11610 Euclid Avenue | Cleveland, Ohio 44106

To: Students, Faculty and Staff
From: Grafton J. Nunes, President + CEO
Date: August 6, 2021
Subject: Updates on COVID-19 vaccine exemption options, status uploads and compliance deadlines

Dear CIA Community,

The response we received to last week's announcement about COVID-19 vaccine requirements was overwhelmingly positive—from students, parents and employees alike. Our community of caring has been evident time and time again during the pandemic, and it was gratifying to be reminded in recent days just how remarkable it is.

Naturally, questions regarding the new requirements also arose—particularly around some of our processes. The COVID Task Force convened again this past week, and I write to you today to address some of your concerns.

While I touch on these items here, you can also read about them at cia.edu/covid. I encourage you to review that page before you start the process.

Exemption Options

In last week's memo, we shared that students, faculty and staff who are unable to get a COVID vaccine would be able to apply for a medical or religious/moral exemption. This week, we're introducing how to do so.

- Religious/moral exemptions: Students can request a religious/moral exemption by completing [this form](#) online. They can also print and fill out [the form](#). Employees can do the same by completing [this form](#) online or printing and filling out [this form](#).
- Medical exemptions: Students can request a medical exemption by printing and completing [this form](#). Employees can do the same by printing and completing [this form](#). Please note that an online version of this form doesn't exist because a portion of it must be completed and signed by your medical care provider.

For both students and employees, it's vitally important that you closely follow the instructions and fill out the forms completely. Requests will be reviewed by the Dean of

Students and Vice President of Human Resources + Inclusion, respectively—but, unfortunately, incomplete forms cannot be considered.

Please carefully follow instructions related to saving or scanning your exemption forms so that you can upload them to our vaccination status form (explained below). You're also encouraged to complete these forms as soon as you're able. They'll take several minutes to finish, and as explained above, requesting a medical exemption requires participation from your medical care provider, which will also take time. We suggest you work expeditiously in order to meet your compliance deadline.

As a reminder, those who receive an exemption will be required to wear a mask at all times and submit to weekly COVID testing.

Vaccination Statuses

Compliance with our vaccine policy requires uploading your vaccination card or approved exemption form. Students need to use [this site](#). Employees need to use [this site](#). Both are compliant with HIPAA regulations.

The vaccination status forms are straightforward, but please note that your CIA ID number is required. You can find your ID number by logging into [myCIA](#) and visiting "Profile and Settings." Employees can also find their ID number on their pay stubs.

If you've lost your vaccination card or don't have a copy, the state of Ohio [recommends](#) you contact your vaccination provider directly to access your record. If you can't do that, you should contact your local health department. Ohio's health departments can be found [here](#). Those vaccinated outside of Ohio should contact their state board of health to start this process.

Compliance Deadlines

Students and employees returning to campus for fall semester are expected to be in compliance with CIA's policy—whether by full vaccination, starting vaccination or exemption—by their first day back. For most, that time frame is the week of August 16–20, but there are many in our community who've been working on campus throughout the summer.

Therefore, for those without a clearly defined return-to-campus date, we're implementing a deadline of Monday, August 16 to comply with the new policy. Questions regarding this deadline should be referred to the Office of Human Resources.

In addition, anyone whose medical care professional is delaying completion of their medical exemption request is required to communicate that to either the Dean of Students (for students) or Vice President of Human Resources + Inclusion (for employees) prior to the deadline and provide proof of the delay.

Again, all of this information—and much more related to our COVID-related preparations for fall semester—can be reviewed at cia.edu/covid. Also on our website is information pertaining to how Case Western Reserve University's COVID vaccine requirements affect CIA students, faculty and staff. If this applies to you, remember to comply with CWRU's policy as soon as possible.

If you have questions about CIA's policies, be sure to submit them via my.cia.edu/CovidComment.

Lastly, I'd be remiss if I didn't take this as another opportunity to put our community in touch with COVID vaccination resources. Ohioans still in need of a vaccine can visit the state's [Get the Shot website](#). Those living elsewhere in the U.S. can start their search [here](#).

Thank you.

Grafton Nunes
President + CEO