

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

OFFICE OF THE VICE PRESIDENT FOR  
BUSINESS AFFAIRS AND TREASURER

January 3, 2022

Dear Hampton University Educational Support Staff:

Happy New Year! I hope you all had a safe and enjoyable holiday. As we return to work, it is important that we all remain vigilant in our efforts to keep our students, faculty and staff healthy and minimize the risks associated with the pandemic.

There has been a tremendous surge in COVID – 19 cases across the country. There were more than 400,000 infections on Sunday, January 2, 2022 and approximately 385,000 new cases on Saturday, January 1, 2022, according to Johns Hopkins University data. Documented evidence supports that the vaccine and the booster decreases the spread of the virus and its variants and lessens the symptoms if one is infected. With this in mind, the University has decided to require the booster vaccine for all students, faculty and staff.

Please schedule an appointment at your local pharmacy or community vaccination site. The University will also hold a booster vaccination clinic on Saturday, January 8, 2022, from 9 a.m. to 4:30 p.m. Once you have received the Covid-19 vaccine booster, email a copy of your updated vaccination card from a licensed health care provider, Health Department or pharmacy, to the Office of Human Resources at [hroffice@hamptonu.edu](mailto:hroffice@hamptonu.edu). All staff must have the COVID-19 vaccination booster no later than Friday, January 14, 2022 to continue their employment at the University. Staff who previously received a Medical and/or Religious Exemption, must be re-evaluated using the new form.

Staff submitting a Virginia Religious Exemption request not to receive the COVID-19 vaccination and booster will need to complete the following:

- Complete the Request for Religious Exemption from COVID-19 Vaccination Form located at the following link: [Request for a Religious Exemption Form](#)
- Upon completion, email the Request for Religious Exemption form to [hroffice@hamptonu.edu](mailto:hroffice@hamptonu.edu) no later than Friday, January 14, 2022.

Staff submitting a medically contraindicated request and your medical provider deems it medically contraindicated for you to receive the COVID-19 vaccination and booster, will need to complete the following steps:

- Complete the Request for Medical Exemption Form from COVID-19 Vaccination located at this link: [Request for a Medical Exemption](#)
- Email a copy of the Request for Medical Exemption Form to [tiffany.cornelius@hamptonu.edu](mailto:tiffany.cornelius@hamptonu.edu) no later than Friday, January 14, 2022.

All documentation must include the employee's name, HUID number, name of department, and a working telephone number where the individual can be reached. Once the information is received by Human Resources, you will receive a confirmation of submittal email.

Thank you for your understanding and doing your part to keep the University family safe and healthy.

Sincerely,  
Doretha J. Spells /s/  
Vice President for Business Affairs  
and Treasurer

CC: Dr. William R. Harvey, President  
Dr. Barbara Inman, Chair, Infectious Disease and Prevention Working Group