

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA 23668

OFFICE OF THE VICE PRESIDENT FOR  
BUSINESS AFFAIRS AND TREASURER

April 06, 2021

Greetings Faculty and Staff,

Hampton University's highest priority is the health and safety of the faculty, staff and employees, as well as the community, particularly during the coronavirus (COVID-19) pandemic. COVID-19 affects people of all demographics. Individuals at highest risk for serious illness are those who have weakened immune systems or suffer from chronic illnesses like asthma, sickle cell disease, and diabetes.

The COVID-19 pandemic is changing rapidly and requires different strategies to maintain clinical preventative services, including immunization. Vaccines to prevent (COVID-19) are an important measure to help end the pandemic. The Centers for Disease and Prevention (CDC) has indicated that there are several different vaccines for COVID-19 offered to aid in the prevention of the virus. These vaccines work with the immune system so the body will be ready to fight the virus, if exposed. The combination of being vaccinated and following CDC's recommendations to protect yourself and others offers the best protection from COVID-19.

In accordance with the guidance of the CDC and the Virginia Department of Health (VDH), as well as our University policies regarding infectious disease, **Hampton University faculty and staff will be required to be fully vaccinated with a COVID-19 vaccine no later than May 31, 2021, unless medically contraindicated or approved for a religious exemption. Fully vaccinated means 2 weeks or more have passed since receipt of the second dose in a 2-dose series, or 2 weeks or more have passed since receipt of one dose of a single-dose vaccine.** To provide proof of vaccination, to submit a Virginia Religious Exemption form or if your health care provider deems it medically contraindicated for you to receive the COVID-19 vaccination, please review the steps below.

**All Faculty will need to complete the following steps:**

1. Upon receiving the COVID-19 vaccine, you must email a copy of your completed COVID-19 vaccination card from your health care provider, Health Department or pharmacy to the Office of the Chancellor and Provost at [provostsoffice@hamptonu.edu](mailto:provostsoffice@hamptonu.edu) **no later than May 31, 2021.**

**All Staff will need to complete the following steps:**

1. Upon receiving the COVID-19 vaccine, you must email your completed COVID-19 vaccination card from your health care provider, Health Department or pharmacy to the Office of Human Resources at [hroffice@hamptonu.edu](mailto:hroffice@hamptonu.edu) **no later than May 31, 2021.**

**If you are submitting a Virginia Religious Exemption request not to receive the COVID-19 vaccination, you will need to complete the following steps:**

1. Download the Commonwealth of Virginia Certificate of Religious Exemption (Form CRE-1) from [www.doe.virginia.gov/support/health\\_medical/certificate\\_religious\\_exemption.pdf](http://www.doe.virginia.gov/support/health_medical/certificate_religious_exemption.pdf)
2. Upon completion, the Virginia Certificate of Religious Exemption form must be notarized and then emailed. Faculty should email a copy of the aforementioned form to the Office of the Chancellor and Provost at [provostsoffice@hamptonu.edu](mailto:provostsoffice@hamptonu.edu) **no later than May 31, 2021.** Staff should email a copy of the aforementioned form to the Office of Human Resources at [hroffice@hamptonu.edu](mailto:hroffice@hamptonu.edu) **no later than May 31, 2021.**

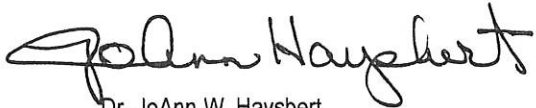
**If you are submitting a medically contraindicated request and your Medical Provider deems it medically contraindicated for you to receive the COVID-19 vaccination, you will need to complete the following steps:**

1. Obtain a letter from your health care provider to include the medical rationale stating why the COVID-19 vaccine is contraindicated. The letter must be on letterhead from your healthcare provider.
2. Faculty should email a copy of the aforementioned letter to the Office of the Chancellor and Provost at [provostsoffice@hamptonu.edu](mailto:provostsoffice@hamptonu.edu) **no later than May 31, 2021.** Staff should email a copy of the aforementioned letter to the Office of Human Resources at [hroffice@hamptonu.edu](mailto:hroffice@hamptonu.edu) **no later than May 31, 2021.**

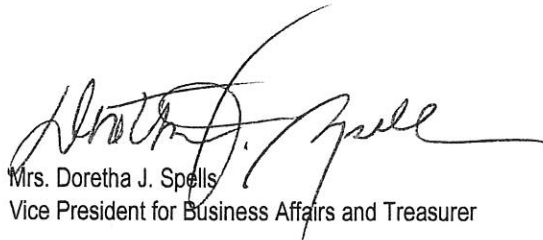
All submitted documentation must include your name, HUID number, name of your department, and a working telephone number where you can be reached. Once your information has been received, you will be sent an email confirming receipt of submitted documentation.

For more information regarding the COVID-19 vaccine, please visit [www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingsdtknow.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingsdtknow.html). We look forward to safely welcoming our Hampton University faculty and staff back to campus. If you have any questions or concerns, please email the Infectious Disease and Prevention Working Group at [IDPWGsupport@hamptonu.edu](mailto:IDPWGsupport@hamptonu.edu)

Sincerely,



Dr. JoAnn W. Haysbert  
Chancellor and Provost



Mrs. Doretha J. Spells  
Vice President for Business Affairs and Treasurer

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