MIT Human Resources Guidance
Exemptions from Vaccine Requirement for Employees of Other Companies
(Contract Staff Members)

SUMMARY
Where individuals are not employees of MIT but instead are employed by another company (such as nextSource for MITemps, a staffing agency, a food services company, or a cleaning company), the individual’s direct employer makes the decision about whether the individual meets the company’s criteria for a religious or medical exemption. In this Guidance, individuals are referred to as “contract staff members” and their employer as the “company.”

DLC access approvers will continue to be responsible for adding each contract staff member into Covid Pass, and for removing each contract staff member from Covid Pass when they finish their work for the DLC. Contract staff members who have been added into Covid Pass by the DLC access approver will receive an email explaining that they have been designated by their supervisor or DLC administrator as someone who should be allowed to access campus.

The email describes next steps and requirements, and provides a link to the Covid Pass application, which is available as a web application or within the MIT Atlas mobile app (iOS 13+ or Android 7+ required). Contract staff members who have been vaccinated use the Covid Pass app in the same way as MIT employees to upload their proof of vaccination. The Covid Pass app also enables the contract staff member to view and complete the requirements for accessing campus each time they come on-site.

If a contract staff member believes that they should be exempt from the vaccination requirement for religious or medical reasons, they must apply directly to their company, not to MIT. The company makes the decision about exemption. If the company approves the exemption, the company notifies MIT’s HR department (see below for details). HR is responsible for uploading the exemption information for the contract staff member into Covid Pass as described in the process below.

DETAILED PROCESS STEPS
I. DLC informs company of MIT’s vaccination/exemption requirements
   • MIT requires vaccinations of its employees and of contract staff members working regularly on campus (more than once every two months, or more than eight days total per year).
   • Proof of vaccination must be uploaded through Covid Pass for contract staff members with a Kerberos ID.
   • MIT permits exemptions for:
     o Medical reasons – individual must provide their employer with a letter from their healthcare provider that clearly specifies the condition that prevents the individual from receiving the vaccine.
     o Religious reasons – individual must attest that the Covid-19 vaccination is inconsistent with their sincerely held religious beliefs.
     o Remote work – work that can be done fully remotely, meaning on-campus presence is limited to one day every two months, or no more than eight days per year. Contract staff members working entirely remotely may never need to be in Covid Pass; for brief visits to campus, they would use the visitor process.
II. Company’s role for exemptions
   1. The company determines its own process for review of exemptions for its employees for religious or medical reasons.
   2. When a company determines that one of its employees should be exempt, the company directly informs HR (covidvaxexemption@mit.edu) with the following information: *Contract staff member's name, Exemption type (medical or religious), MIT DLC location.*
      - The company does not include any medical reason or diagnosis.
   3. HRO inputs the exemption in Covid Pass.
      - If the contract staff member is not yet in Covid Pass, HRO contacts DLC to confirm that the individual is working with them and needs to be added (by the DLC) to Covid Pass. The HRO will not share exemption status (medical or religious), only that the contract staff member needs to be added to Covid Pass.
   4. If the contract staff member works mostly remotely but does need to access campus very occasionally, the company and/or contract staff member works with the DLC to determine if a remote work exemption is appropriate. If so, the DLC informs their HRO directly, and the HRO adds the remote work exemption for the contract staff member.

III. Responses to employees employed by another entity
   1. If a contract staff member contacts the DLC or HRO asking for an exemption (other than for remote work), the DLC or HRO will inform the contract staff member that they should contact their own company.
   2. Their company should send any approval to covidvaxexemption@mit.edu. See II above.
   3. If the contract staff member is a sole worker (no separate entity employing them), see IV below.

IV. Process for individual, independent contractors (not working for a company)
   1. DLC informs the independent contractor of the requirements and that they should contact HRO if they wish to pursue an exemption.
   2. If the independent contractor contacts HRO, HRO sends the exemption form to the independent contractor. If the independent contractor has a Kerberos ID, HR will direct them to the online forms.
   3. HR makes the determination and informs the independent contractor of the status of their request for an exemption. HR separately informs the DLC whether the contractor is in compliance with MIT’s requirements (and does not share detailed exemption information).
   4. HRO inputs exemption in Covid Pass. If the independent contractor is not in Covid Pass, HR contacts the DLC to add them, and DLC works to establish Kerberos access if necessary.

V. Newly hired contract staff members/terminated contract staff members
   - The DLC remains responsible for uploading any newly hired contract staff members who need to access campus into Covid Pass, and for deleting the names of any who have terminated or no longer need access to campus.

Information about the Covid Pass system: [https://covidapps.mit.edu/covid-access](https://covidapps.mit.edu/covid-access). If you have questions, please contact your HRO.