Hello, this is an update on the work we have been doing in an effort to support the Institute’s new vaccine requirements for scholars or faculty.

To inform prospective scholars about the Institute’s recently announced COVID-19 vaccine requirement, the following statement has been added to job postings in the EAS tool, and all HR onboarding confirmation emails as well as the terms and conditions for all new appointments. We recommend that you use this statement on your job advertisements and email communications with prospective scholars or faculty.

**COVID-19 Vaccine Requirement**

Caltech has implemented a mandatory vaccination policy requiring COVID-19 vaccinations for all employees (with Institute-approved exemptions for religious or medical contraindications only). At present, an individual is deemed “fully vaccinated” when that person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series (e.g., Pfizer or Moderna) or a single-dose COVID-19 vaccine (e.g., Johnson & Johnson). As a condition of employment, employees must submit official COVID-19 vaccine documentation. More information may be found here.

Additionally, the Scholar Services and FRO have notified all Pending Arrivals that as of October 15, 2021, as a condition of employment, employees must submit official COVID-19 vaccine documentation prior to the date of hire (unless they have an Institute-approved medical or religious exemption). Vaccine submissions are being reviewed and approved in Human Resources before new appointment letters and terms and condition forms are sent. We will continue to follow this process going forward.

If a Visitor has been approved for out of the country and fully remote, we will not require vaccine documentation. However, should their remote status change and they need to come to Campus or any other Caltech site; we must verify Covid-19 vaccine documentation prior to their arrival.

More information regarding the Institute’s COVID-19 restrictions may be found here:

https://together.caltech.edu/updates/general.

**Remote I-9 Verification (I-9 Anywhere)**

As a reminder, all new hires must check-in with Scholar Services and FRO on their first day of employment. The check-in meetings have moved to a Zoom format during the pandemic, and we have continued to schedule these meetings virtually. HR utilizes an I-9 verification process called I-9 Anywhere, which is administered through our vendor Equifax. This allows for a remote verification process. In the event a new hire is unable to complete the process remotely, we will schedule an in-person I-9 check-in.