October 15, 2021

Dear Lumberjacks,

To continue critical research, employment, and educational efforts provided under federal contracts with NAU, we must comply with requirements from the Safer Federal Workforce Task Force. To this end, all Northern Arizona University employees must be fully vaccinated for COVID-19 by December 8, 2021. This includes undergraduate and graduate student employees. We respect individual opinions regarding the vaccine and will permit religious and disability or medical accommodations as allowed by federal law.

To ensure compliance, **all employees must upload vaccine documentation by December 8, 2021**, showing proof of their fully vaccinated status. Employees who have already submitted their documentation or who received their vaccine at Campus Health Services do not have to resubmit.

Employees can be vaccinated at the **NAU Fieldhouse** and at **Campus Health Services**. Alternatively, you can use **Vaccine Finder** to find another location close to you.

We recognize that some of you may have questions around medical or religious exceptions, as well as how to ensure your proof of vaccination documentation has been received. We are currently working through final details and will provide links to FAQs and additional information regarding issues such as dates for first doses based on the type of vaccine to meet compliance requirements on our **HR website**. Additional information will be available by Tuesday, October 19.

Sincerely,

José Luis Cruz Rivera  
President

Josh Mackey  
Vice President  
Chief Human Resources Officer