



COVID-19 Employee Vaccination

Scope

This document is designated for use in the following area: *All Regional One Health facilities*

This policy does **not** apply to: *None*

Policy Purpose Statement

As a healthcare organization and as a matter of public health, we must lead by example to prevent the spread of COVID-19. In order to reduce the disease morbidity and mortality associated with COVID-19, all ROH employees (including remote employees) and contractors will be provided mandatory COVID-19 vaccine education, and COVID-19 vaccine(s) unless immunization is medically contraindicated, the staff member/contractor has already been immunized, or has a deeply held religious belief that prevents immunization.

Definitions

Staff: All individuals who are employed by ROH.

Contractor: Individual not employed by ROH, but contracted by an outside entity to work or provide a service inside a ROH facility.

COVID-19: A highly contagious disease that primarily spreads through close contact from person-to-person, through droplets and air. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. A person can also get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Centers for Disease Control (CDC): A United States federal government agency whose mission is to protect public health by preventing and controlling disease, injury and disability

ROH- Regional One Health

Procedure Details

This policy will outline the process for mandatory COVID-19 vaccine education and vaccination to ROH employees and contractors.

- I. Establish a COVID-19 vaccination program. ROH supports the evidence based practice of mandatory vaccination for all healthcare personnel by offering the vaccination onsite free of charge.
- II. Before offering the COVID-19 vaccine, all staff (including remote employees) and contractors will receive education regarding the benefits, risks, and potential side effects associated with the vaccine.
 - a. All persons covered by this policy are requested to be vaccinated against COVID-19 onsite at ROH, provide proof of vaccination elsewhere, or have an approved COVID-19 vaccination exception form as outlined in this policy.

- b. New ROH employees and contractors must present proof of vaccination prior to their start date.
 - c. Existing unvaccinated employees/contractors will have twelve (12) weeks from implementation of this policy to present proof of being fully COVID-19 vaccinated elsewhere or onsite by either completing (1st and 2nd dose Pfizer & Moderna), or (single dose Johnson & Johnson).
 - d. All employees and contractors are required to wear a mask at all times (except when eating or drinking) while inside ROH facilities regardless of vaccination status.
 - e. Social distancing guidelines should be observed by limiting contact with large groups, and when standing in close proximity of others within 6 feet apart.
- II. Individuals covered under this policy who fail to comply are subject to appropriate progressive disciplinary action up to and including termination.
 - III. Those who do not receive a vaccination and have not been approved for an exception within twelve (12) weeks following the implementation of this policy will be suspended until compliant. After ten (10) days of suspension, the employee will be terminated.
 - IV. In the event of a vaccine shortage, COVID-19 Executive Administration, Pharmacy, and Occupational Health, will develop a contingency plan to include prioritization and distribution.
 - V. Occupational Health will track employee vaccination and declination rates.
 - VI. Only exceptions for authentic medical or religious reasons will be considered.
 - a. Those requesting an exemption must fill out the required form (*COVID-19 Vaccination Exemption Form Request*) and submit the required supporting documentation to Occupational Health no later than three (3) weeks from the policy implementation date.
 - b. A panel consisting of individuals from Pharmacy, Occupational Health, Human Resources, Infection Prevention, Corporate Legal, Medical Staff, Nursing, Physician Oversight, and Administration will review and accept or deny any requested exemptions.
 - c. All exemption requests should be submitted to HR or covid19exemptionforms@regionalonehealth.org upon completion.

Reference Documents & Related Policies

Employee Mask Utilization & Social Distancing Policy

CDC's clinical resources for COVID-19

<https://www.cdc.gov/vaccines/covid-19/index.html>

Required Approvals

<i>Role</i>	<i>Name, Title</i>
Policy Owner	Jennifer Bosley, Director, HR Business Advisory
Policy Executive	Nicole Washington, SVP, Human Resources

Document History

<i>Date</i>	<i>Revision</i>	<i>Reason/Description</i>
August, 2021	1.0	Initial Release

