

## Model COVID-19 Vaccination Policy for Health Care Staff

### Purpose

In accordance with the COVID-19 Health Care Staff Vaccination rule from the Centers for Medicare & Medicaid Services, [Company Name] is adopting this policy to safeguard the health of our patients and employees from COVID-19.

### Scope

This policy applies to facility employees; licensed practitioners; students, trainees, and volunteers; and individuals who provide care, treatment, or other services for the facility and/or its patients, under contract or other arrangement. In addition, contractors and others with direct or indirect patient contact—including administrative staff, facility leadership, volunteer or other fiduciary board members and environmental services staff are covered.

Employees who provide services 100 percent remotely and who do not have any direct contact with patients and other staff, such as fully remote telehealth or payroll services staff members, are not subject to the vaccination requirements.

### Effective Dates

By **Jan. 27, 2022**, all covered employees must have received their first dose of a two-dose COVID-19 vaccine or a one-dose COVID-19 vaccine prior to providing any care, treatment, or other services to patients.

By **Feb. 28, 2022**, all covered employees must have completed their primary vaccination series.

New hires who cannot meet these deadlines must have received, at a minimum, the first dose of a two-dose COVID-19 vaccine or a one-dose COVID-19 vaccine prior to providing any care, treatment, or other services for [Company Name] and/or its patients.

### Procedures

#### Vaccination

All employees will receive a reasonable amount of paid leave to receive vaccinations and to recover from any vaccine-related side effects. Employees are to work with their managers to schedule necessary time off. [Include specific policy guidance here].

COVID-19 vaccinations are free regardless of whether an individual has health insurance. While a provider may bill a patient's health insurance for administering the vaccine, there is no out-of-pocket cost to an individual.

Official documentation of vaccination status must be submitted to human resources before the applicable deadlines **[or enter specific dates to account for time needed to process]** by providing one of the following:

- CDC COVID-19 vaccination record card (or a legible photo of the card).
- Documentation of vaccination from a health care provider or electronic health record.
- State immunization information system record.

Employees found to have provided false documentation will be subject to termination of employment.

### ***Reasonable Accommodation***

Applicants and employees in need of an exemption from this policy due to a medical reason or because of a sincerely held religious belief must submit a completed request for accommodation form to the Human Resources department to begin the interactive accommodation process by **[insert date]**. Accommodations will be granted only in circumstances where they do not cause **[Company Name]** undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the Human Resources department.