

Ortonville- Ortonville Area Health Services: Compliance:	COVID-19 Vaccine Mandate
	APPROVED BY: CHIEF EXECUTIVE OFFICER (CEO), ORTONVILLE
DATE REVIEWED/REVISED: 11/17/2021	FORMULATED BY: ADMIN ASST (HOSP)

Reference Policies and Forms:

[Accommodations policy \(pending\)](#)

[Request for Accommodation Medical Exemption form \(employee\)](#)

[Request for Accommodation Medical Exemption form \(non-employee\)](#)

[Religious Accommodation Request form \(employee\)](#)

[Religious Accommodation Request form \(non-employee\)](#)

[Report your COVID-19 Vaccination \(pending\)](#)

SCOPE:

Ortonville Area Health Services (OAHS) and Fairway View campuses: all employees, all contracted and contingent staff, volunteers and vendors.

PURPOSE:

OAHS recognizes the importance of creating a safe environment, free of infection/transmission of disease and to protect our patients/residents, employees, licensed independent medical practitioners (MDs and advanced practice providers ("Providers")), medical students, volunteers, visitors, and community from exposure to COVID-19. OAHS's COVID-19 prevention program is designed to achieve this goal.

DEFINITIONS:

COVID-19	SARS-CoV-2
HR	Human Resources
ART	Accommodations Review Team
Enforcement Date	Date(s) when masking and furlough are required
Student	A student participating in clinical activities from a school that has established a clinical affiliation agreement with OAHS
Vaccinated	Receiving an approved one-dose COVID-19 vaccination (e.g., J&J), or receiving both doses of an approved two-dose vaccine (e.g., Pfizer, Moderna)
Volunteer	A person who participates in a formal Volunteer program sponsored by the facility
Contingent Worker	An employee who works under contract for an employer. A contingent employee is hired for a specific job at a specific rate of pay. A contingent employee does not become a regular addition to the staff and is not considered a permanent employee. Examples of a contingent worker may be: <ul style="list-style-type: none"> • CRNA – Agency or Independent • Independent Contractor • Locum – Agent or Independent • Third Party or Temp Staffing
Vendor	A representative or agent of a supplier or any other business partner who is physically onsite to support the provision of goods or services to OAHS

POLICY:

Per the CMS mandate, by or before December 5, 2021, a COVID-19 vaccination shall be required for all employees, medical students, volunteers, contingent workers, and vendors unless exempt for medical or religious purposes as outlined below or otherwise prohibited by applicable state law. COVID-19 vaccination shall also be required for all Providers who are privileged and credentialed with any facility, including Providers who are not employed by OAHS, subject to applicable Medical Staff Bylaws, Rules and Regulations and Policies on Appointment, Reappointment and Clinical Privileges. Any person required to receive a COVID-19 vaccination under this policy shall receive an approved one-dose COVID-19 vaccination (e.g., J&J), or receive both doses of an approved two-dose vaccine (e.g., Pfizer, Moderna) by or before December 5, 2021 and persons being vaccinated must be fully vaccinated by January 5th, 2022. OAHS is not requiring employees to choose a particular vaccine, and will allow employees to fulfill the vaccine mandate by receiving any EUA, FDA, or WHO approved COVID-19 vaccination of their choice.

- COVID-19 vaccinations will be offered at no cost to employees, medical residents and volunteers.
- In addition to the Vaccine requirement, all OAHS employees are expected to comply with all other safety requirements defined for COVID-19 as indicated by OAHS leadership based on CDC and other applicable regulatory agencies that govern public health and patient/resident safety.
- In addition to the Vaccine requirement, all OAHS employees are expected to comply with all other requirements of the CDC and FDA.
- Any person who has a medical contraindication to the COVID-19 vaccination may be exempt from receiving the COVID-19 vaccination upon such person's personal election supported by documentation from their personal healthcare provider, which shall be indicated on the [Request for Accommodation Medical Exemption](#) form.
- Any person who demonstrates a sincerely held religious belief requiring abstention from receiving the COVID-19 vaccination may be exempt from receiving such vaccination upon such person's personal election, which shall either be indicated on *the Religious Accommodation Request form* subject to and in accordance with the [Accommodation policy](#).
- Any person who is exempt from the COVID-19 vaccination for a medical or religious exemption ("Exempt Person") shall be required to wear an approved surgical mask covering the nose and mouth in public and patient-care areas, and submit to mandatory COVID testing when deemed required based on criteria from the established COVID positivity rates, or other agreed upon reasonable accommodation(s) as determined by location and on a case-by-case basis.

FAILURE TO COMPLY WITH POLICY:

- Any employee who has an approved exemption from the COVID-19 vaccination and who fails to comply with the masking, testing, or other accommodation requirements at any time following the Enforcement Date will be subject to disciplinary action (verbal, written, and final warnings). Repeated failure to comply with accommodation requirements will be considered a voluntary quit without proper notice forfeiting any PTO bank balance.
- Any employee without an approved medical or religious exemption who fails to comply with the COVID-19 vaccination requirement on or before the Enforcement Date shall be automatically suspended for up to thirty (30) days and removed from the work schedule/automatically relinquish their medical staff privileges. Employees will not be paid during any such suspension; however, PTO must first be exhausted. This suspension will not be considered a job-protected leave of absence.
- Continued failure to comply with the COVID-19 vaccination requirements within thirty (30) days of the Enforcement Date will result in the employee being considered to have voluntarily resigned from his or her employment.
- Any person who has an approved exemption from COVID-19 vaccination and is an Independent Medical Staff and who fails to comply with the masking, testing, or other accommodation requirements at any time following the Enforcement Date shall automatically relinquish his/her medical staff privileges until the Independent Medical Staff Appointee receives the COVID-19 vaccination; provided, however, that prior to any automatic relinquishment, the appointee shall first receive a verbal reminder, a written reminder and a final written reminder.
- Any Independent Medical Staff Appointee not exempt from the COVID-19 vaccination for a medical or religious exemption who fails to comply with the COVID-19 vaccination requirements by or before the Enforcement Date shall automatically relinquish his/her medical staff privileges until such time when the Independent Medical Staff Appointee receives the COVID-19 vaccination.
- Any medical resident/student, volunteer, contingent worker, or vendor who fails to comply with the COVID-19 vaccination requirements by or before the Enforcement Date shall be removed from the schedule until such time when such person either receives the COVID-19 vaccination or complies with the masking, testing, or other accommodation requirements, if such person is an Exempt Person.
- All employees and Independent Medical Staff Appointees, as well as all medical residents/students, volunteers, contingent workers, locums, and vendors are solely responsible for ensuring that their staff assigned to work, perform services, or otherwise exercise privileges at OAHS are fully compliant with all applicable masking, testing, or other communicated safety requirements at all times.

PROOF OF VACCINATION PROCEDURE:

- All employees and Independent Medical Staff Appointees, as well as all medical residents/students, volunteers, contingent workers, locums and vendors shall receive an approved one-dose COVID-19 vaccination (e.g., J&J), or receive both doses of an approved two-dose vaccine (e.g., Pfizer, Moderna) by or before December 5, 2021.
- All employees and Independent Medical Staff Appointees, as well as all medical residents/students, volunteers, contingent workers, locums and vendors have the option of vaccination elsewhere from a third-party provider of their choice. Proof of vaccination by a third party must be submitted to Employee Health Services by December 5, 2021, and include record of vaccine, the date of vaccine administration, lot number (should the lot be recalled) and the location where the vaccine was administered. All employee vaccination records and related information will be kept in the employee's separate confidential medical file with Employee Health Services.
- For employees and Independent Medical Staff Appointees, as well as all medical residents, students, volunteers, and locums hired/assigned/appointed on or after December 5th, 2021, absent a medical or religious exemption, COVID-19 vaccination will be a condition of employment/appointment/assignment. One dose of an approved COVID-19 vaccination must be received prior to commencement of employment/appointment/assignment, and a second dose (if applicable) of an approved COVID-19 vaccination must be received within 14 days of employment/appointment/assignment beginning.
- Vaccination status can be reported via the [Report your COVID-19 Vaccination](#) form or by using the appropriate Medical or Religious Exemption form.

EXEMPTION PROCEDURE:

- Any employee who desires to abstain from the COVID-19 vaccination due to a medical contraindication must indicate such election using the [Request for Accommodation Medical Exemption \(employee\)](#) form and emailing it to covid19@oahs.us by or before November 30, 2021. Written documentation signed by the employee's personal healthcare provider indicating the medical contraindication must be attached to the request. The medical documentation must be signed by MD, DO or advanced practice provider and include documentation based on evidence-based practice. No employment action will be taken until the exemption process is complete.
- Any employee who desires to abstain from the COVID-19 vaccination due to a sincerely held religious belief must indicate such election using the [Religious Accommodation Request form \(employee\)](#) form and emailing it to covid19@oahs.us by or before November 30, 2021. No employment action will be taken until the exemption process is complete.
- Any non-employee (Independent Medical Staff Appointee, medical resident/student, contracted/contingent staff, volunteer or locum) who desires to abstain from the COVID-19 vaccination due to a medical

contraindication to the vaccination must indicate such election using the [Request for Accommodation Medical Exemption \(non-employee\)](#) form and emailing it to covid19@oahs.us by or before November 30, 2021 along with written documentation signed by their Provider indicating the medical contraindication.

- Any non-employee (Independent Medical Staff Appointee, medical resident/student, contracted/contingent staff, volunteer or locum) who desires to abstain from the COVID-19 vaccination due to a sincerely held religious belief must indicate such election on the [Religious Accommodation Request form \(non-employee\)](#) and email it to covid19@oahs.us by or before November 30, 2021.
- Any student who desires to abstain from the COVID-19 vaccination due to either a medical contraindication or a sincerely held religious belief must utilize their academic institution's current process for seeking an exemption.
- In the unlikely event of a COVID-19 vaccine shortage, OAHS will follow the then-current CDC recommendations for vaccine administration and appropriate modifications to this policy will be implemented as necessary on a case-by-case basis.

NON-DISCRIMINATION / NON-RETALIATION:

As stated in its other policies, Sanford does not discriminate against its employees or applicants with regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information, or any other characteristic protected by applicable federal, state, or local law. Sanford also accommodates disabilities and sincerely held religious beliefs to the extent required by law and prohibits retaliation for any conduct protected by applicable law. Although an accommodation request may be denied (or an alternative, modified accommodation will be offered) if it poses an undue burden on Sanford and/or presents a direct threat to the health and safety of the employee or others, Sanford will not retaliate against any employee merely for requesting an accommodation.

If you believe you have been treated in a manner not in accordance with this policy, please notify Human Resources immediately.

PROOF OF VACCINATION AND CONFIDENTIALITY:

OAHS will keep each employee's vaccination status private and confidential to the greatest extent possible; only those managers with a business need to know an employee's vaccination status will have access to this information.

If OAHS received medical and disability-related information during the interactive process to discuss an accommodation (see above), then all information pertaining to the employee's underlying medical conditions, as well as the accommodation process and discussions, will also be kept confidential to the greatest extent possible and in accordance with the Americans with Disabilities Act (ADAAA) and any other applicable law or regulation.