

# **COVID-19 Mandatory Vaccination Policy**

## **Purpose**

In accordance with Hiawatha HomeCare's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our clients and their families; and the community at large from infectious diseases, such as COVID-19 that may be reduced by vaccinations. This policy is intended to comply with all applicable federal, state, and local laws.

## **Scope**

All employees of Hiawatha HomeCare are required to receive a COVID-19 vaccination unless a medical or religious exemption is approved.

Phase 1: To be in compliance with this policy employees must have started the vaccination process, have previously completed the vaccination series, or filed a request for medical or religious exemption on or before December 4<sup>th</sup>, 2021. Employees not in compliance with this phase will be placed on an unpaid leave until compliance is achieved.

Phase 2: Employees must have completed either the single dose or two dose series of approved COVID-19 vaccine or have received an approved request for a religious or medical exemption from Hiawatha HomeCare on or before January 4, 2022. Employees not in compliance with this phase will be placed on an unpaid leave until compliance is achieved.

Employees new to Hiawatha HomeCare will be required to be in compliance with this policy prior to providing direct client care. Hiawatha HomeCare will use hire date to determine appropriate phase for compliance purposes.

## **Procedures**

Employees may demonstrate that they have been fully vaccinated by presenting a completed COVID-19 Vaccination record card to the Human Resources Department. In accordance with federal and state law, Hiawatha HomeCare will handle medical information and documentation related to COVID-19 vaccine status in a confidential manner and all documentation will be kept separate from the employee's personnel file.

Hiawatha HomeCare will consider an employee fully vaccinated if it has been two weeks (14 days) or more since they completed a primary vaccination series for COVID-19. The completion of a primary vaccination series is defined as the administration of a single dose of Janssen (Johnson & Johnson) COVID-19 vaccine, or the administration of all required doses of a multi-dose vaccine such as Pfizer-BioNTech COVID-19 vaccine or the Moderna COVID-19 vaccine.

To facilitate obtaining a vaccination, the company will work with employees to ensure employees will be able to receive the vaccine. This may include granting time off or a temporary schedule change. Hiawatha HomeCare will provide a list of locations to assist employees in receiving the vaccine on their own.

Hiawatha HomeCare will pay employees for time taken to receive vaccinations. Employees are required to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or submitted and received an approved reasonable accommodation to be exempted from the requirements. If the employee is placed on an unpaid leave due to non-compliance with this policy and has available PTO, they will be permitted to use it for this leave. Employees who satisfy the policy requirements while on this leave will promptly be scheduled to return to their regular status.

### **Reasonable Accommodation**

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 Exemption form to the human resources department to begin the accommodation process as soon as possible after vaccination deadlines have been announced.

Hiawatha HomeCare requires a completed exemption request form to be submitted to human resources to be considered for approval. Medical requests for exemption will require documentation from the employee's medical provider in accordance with CMS's interim rule.

Requests for exemptions will be reviewed and approved on a case-by-case basis. Exemptions will be granted when it is identified that they do not cause Hiawatha HomeCare undue hardship or pose a direct threat to the health and safety of others. Employees who have received a religious or medical exemption approval will be required to follow Hiawatha HomeCare's accommodations identified on the exemption form.

All employees who are exhibiting symptoms of COVID-19 will continue to be required to follow Hiawatha HomeCare's COVID-19 Policy for quarantine and return to work.

Please direct any questions regarding this policy to the human resources department.