**[INSERT FACILITY NAME] COVID-19 Vaccination Policy**

**Effective [INSERT DATE]**

This policy is being implemented by [INSERT FACILITY NAME] (“Employer”) and is effective and applicable to all employees as of the date listed above.

In accordance with the CMS Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule (42 CFR 416, 418,441,460,482,483,484,485,486,491,494) Employer is issuing the following employee policy.

This is done to protect the health of employees, their families, our clients and members, and the community at large. As a CMS qualifying health care provider, Employer must adhere to requirements including the requirement that all employees be fully vaccinated or granted a reasonable accommodation due to disability (medical condition) or sincerely held religious belief.

* [Insert Designee] is designated COVID-19 infection preventionist coordinator (“Coordinator”).
* On or before January 4, 2022, all employees including students, trainees, and volunteers must either: (1) be fully vaccinated against COVID 19 as defined by the FDA or CDC; or (2) have submitted a written request for accommodation to the Coordinator.
* Under current CMS guidelines, CMS considers staff fully vaccinated two weeks or more since they have completed a primary COVID-19 vaccination series. A primary vaccination series means either: (1) a single dose Johnson & Johnson vaccine; or (2) administration of two required doses for Pfizer or Moderna. The regulation is broken into two phases: (1) Phase 1 which requires staff to receive their first dose 30 days after the regulation takes effect on November 5,2021; and (2) Phase 2 which requires staff to complete their vaccination series 60 days after the regulation takes effect on November 5,2021. Staff who have completed Phase 2 requirements but have not yet completed the 14-day waiting period for the vaccine are still considered to have met these requirements.
* Employees hired after January 4, 2022, will be required to either: (1) be fully vaccinated according to the FDA/CDC definition at their hire date; or (2) have obtained a valid accommodation prior to their start date.
* Individuals are considered fully vaccinated two weeks following their last required dose. Employees who have completed their primary vaccination series by the Phase 2 implementation date are considered to have met the requirements. Employees should arrange their vaccination schedule, so they will comply with this policy.
* Employees shall document their vaccination status by submitting a copy of their current COVID-19 Vaccination Record Card (CDC Form MLS-319813-r) or by providing other documentation from a vaccine or healthcare provider to the Coordinator.
* Employees may request an accommodation from the vaccine requirement by submitting a request for accommodation to the Coordinator. Accommodations may be granted for either disability (medical condition) or a sincerely held religious belief. Per the CMS, [Insert Facility] must make contingency plans while the request is pending. This includes not being able to give care or provide treatment until the primary series of vaccination is complete or request is approved.
	+ All accommodation requests must be submitted in writing and must include all supporting documentation. Accommodation requests shall be made available upon a request to the Coordinator. All accommodation requests must be submitted on or before December 5, 2021.
	+ The Coordinator shall, within 14 days, review each request and respond to the accommodation request in writing as to whether the accommodation request is approved or denied.
		- If an accommodation request is denied, the employee must receive a first dose of the COVID 19 vaccine within 14 days of receiving the denial letter and, if applicable, must receive the second dose of COVID 19 vaccine within 40 days of receiving the denial letter. Individuals that have not received their Phase 2 vaccination by January 4, 2022, will not be able to provide care or other services until completing their primary series vaccination.
	+ The Coordinator will make each accommodation decision based upon the request, any supporting documents or information provided by the applicant, and any applicable guidance from federal entities. The Coordinator may request additional information. The Coordinator may grant an accommodation if the request and supporting documents tend to show the applicant: (1) suffers from a disability (medical condition) for which all COVID 19 vaccines are contraindicated according to guidance; or (2) has a sincerely held religious belief.
	+ Accommodation will be granted in all cases where the criteria for compliance is met; however, Employer may deny an accommodation request where the accommodation would cause the Employer undue hardship or where the accommodation may pose a threat to the health and safety of others.
	+ Accommodation may include the requirement that the accommodated employee wear a face mask, socially distance in all work-related circumstances, perform work that is significantly different from an employee’s normal tasks, or other measures.
* All employees that fail to show proof of being fully vaccinated or be granted an accommodation as provided herein may have their employment terminated.

If necessary, this policy may be changed or modified at any time as circumstances warrant.

Name

Print

Have you received the COVID-19 vaccine?

O Yes O No

(Both shots from Pfizer/Moderna. One shot from Johnson & Johnson)

Signature

\*\* If you are fully vaccinated, you must provide documentation showing that you are fully vaccinated \*\* All medical records, including vaccine documentation, must be kept confidential and stored separately from an employer’s personnel files, pursuant to ADA and the Rehabilitation Act. CMS Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule