**Mandatory [COVID-19] Vaccination Policy**

**I. PURPOSE**

[Company] recognizes its responsibility and duty to provide employees with a workplace (and patients with a healthcare environment) free of recognized and preventable/mitigable hazards, including COVID-19, influenza, and other viruses and infections. This policy is intended to maximize vaccination rates against [COVID-19] among [Company] personnel, especially those whose work requires their presence in clinical settings and those who have any interaction with such personnel. The goal is to protect – to the greatest extent possible – patients, their visitors, employees, employees’ family members, students, others affiliated with [Company], others who spend time in our facilities, and the broader community from [COVID-19] infection as we all do our part to survive this world-wide pandemic.

This policy is intended to comply with all federal, state and local laws and is based upon guidance provided by the Centers for Disease Control and Prevention (CDC), the Department of Health and Human Services (HHS), and public health and licensing authorities as applicable.

**II. SCOPE**

This mandatory [COVID-19] vaccination policy applies to all employees, and it may also apply to contractors and vendors with regular access and presence at [Company] facilities (and, if so, they will be individually notified of this Policy’s application to them).

This policy does not apply to patients and visitors, although other policies, procedures and recommendations regarding vaccination may apply to them.

**III. REQUIREMENTS**

Before \_\_\_\_\_\_ [deadline], all employees must either: (a) receive a [COVID-19] vaccine at one of the designated [Company] vaccination locations; (b) establish that they have received an approved [COVID-19] vaccine from another source; or (c) obtain an approved exemption from [Company] as a medical or religious accommodation.

The process for seeking an accommodation is explained below and is the same as exists for the [Company] annual mandatory influenza vaccination policy. Employees who do not fulfill one of these three requirements by the deadline will be placed on unpaid leave and their status will be evaluated periodically to determine when it may be safe for them to return to work. Employees may also be disciplined and even discharged, depending on the circumstances, especially if they intentionally violate this policy or provide false or misleading information to support an exemption request.

[Company] will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations. [Company] will pay for the cost of the vaccination, if received by one of these [Company] locations. If an employee decides to get vaccinated elsewhere at their own expense, they can establish that they have received a vaccination by presenting written evidence of immunization from the other authorized healthcare provider or source.

**IV. VACCINE SHORTAGE CONTINGENCY**

In the event of a [COVID-19] vaccine shortage, [Company] will determine an appropriate distribution plan for the resources available. Infection Control and Employee Health will involve, Human Resources and other departments across all entities as needed in determining the allocation plan across the health system and any modified deadlines.

To the extent a shortage requires prioritizing, [COVID-19] vaccines will be offered to personnel based on risk to patient population cared for, job function, and risk of exposure to [COVID-19]. Priority will be given to those who provide hands‐on patient care with prolonged face‐to‐face contact with patients and/or have highest risk of exposure to patients with [COVID-19]. Those who are prioritized to receive the vaccine will be held to the deadline. Those who are not prioritized to receive vaccine will not be held to the deadline for the duration of the vaccine shortage period. However, safety protocol recommendations will be provided to those who do not receive vaccine by the deadline due to a shortage, and may result in transfer to a different position or location, or may result in a leave of absence until vaccination is possible.

**V. Medical and Religious Exemption Requests**

To assist any employee who is disabled, who is pregnant, who is a nursing mother, who has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, [Company] will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for [Company] and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

To request an accommodation for one of the above reasons, please notify \_\_\_\_\_\_\_\_\_ in writing at [insert email/contact]. Once the [Company] is aware of the need for an accommodation, the [Company] will engage in an interactive process to identify possible accommodations.

**VI. NON-DISCRIMINATION / NON-RETATLIATION**

As stated in its EEO and non-discrimination policies, [Company] 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 (including family medical history), or any other characteristic protected by federal, state or local law. [Company] also accommodates disabilities and sincerely held religious beliefs to the extent required by law, although a requested accommodation might pose an undue burden on [Company] and/or be a direct risk to the health and safety of others.

If you believe that you have been treated in a manner not in accordance with this policy, please notify Human Resources immediately by speaking to the \_\_\_\_\_\_\_\_\_\_\_\_\_.

Although an exemption request might be ultimately denied, [Company] will not retaliate any employee merely for requesting an exemption.

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