



Wellforce System-wide Policy	Title: COVID-19 Policy
Issuing Department: HR Administration	Effective Date: 8/10/21

I. Purpose

To protect patients, physicians, staff, visitors, and the community from the COVID-19 infection and complications, this policy establishes the immunization requirement for all Wellforce entities. Wellforce and its entities requires vaccination for healthcare personnel to provide immunity to certain communicable diseases prior to employment and includes any COVID-19 vaccination booster shots that may be recommended in the future by the Centers for Disease Control or state or local public health agencies. This policy will expand that protection to the COVID-19 virus and will be aligned with systemwide employment and credentialing policies. Reasonable accommodations will be provided only for medical and/or religious exemptions, provided the accommodation does not pose an undue hardship.

II. Scope

This policy applies to all personnel including personnel working remotely, engaged in professional activities across Wellforce locations including all employees, medical staff members, trainees, residents, interns, students, temporary employees, volunteers, consultants, contractors and subcontractors, faculty, researchers and vendors.

III. Policy

As a condition of employment, continued employment or affiliation, all employees and above-stated covered individuals must be immunized with the COVID-19 vaccination, have applied for an exemption, have an exemption pending resolution, or have been granted an exemption by October 1, 2021. New employees starting on September 7, 2021 or later will also need to be vaccinated with at least one of the two shots or the single-dose vaccination. The second shot will need to be received no later than October 1, 2021. Employees who are immunized through services other than Wellforce COVID vaccination clinics must provide written proof of immunization to Occupational Health Services.

IV. Procedure

Vaccine Administration

1. The COVID-19 vaccination is widely available at local vaccination clinics, healthcare providers, pharmacies and other providers. The vaccine is provided free of charge to employees and their families.

2. Vaccination clinics will be scheduled at times and in locations convenient for personnel, in addition to appointment availability in Occupational Health. If you are in the Commonwealth of Massachusetts, you may also follow this link to find the closest vaccine site to you VaxFinder.mass.gov.

3. Documentation of completed COVID-19 vaccination must be provided to your local Occupational Health Office. All information will be kept confidential.

Newly hired employees will be informed of the requirements of this policy during the interview process and during their pre-employment health screening.

Request for Medical Exemption

An individual who cannot receive a COVID-19 vaccination due to medical reasons, may request an accommodation by contacting their local Occupational Health Office and/or Human Resources department, provided the requested accommodation is reasonable and does not create an undue hardship for the company and/or pose a direct threat to the health or safety of others in the workplace and/or to the requesting employee. The individual will be required to complete a formal accommodation request form and will be required to provide medical documentation from their primary care or specialist physician.

Request for Religious Exemption

An individual who's sincerely held religious beliefs prohibits them from receiving a COVID-19 vaccination, may request a religious exemption by contacting their local Occupational Health Office and/or Human Resources department. The individual will be required to complete a formal religious accommodation request form and may be required to provide additional information and/or documentation about the religious practice(s) or belief(s).

Unvaccinated Status

Unvaccinated staff and affiliates with medical or religious accommodations will be required to abide by all health and safety guidance pursuant to Wellforce's COVID-19 policies in effect at the time. All unvaccinated staff with medical or religious accommodations must wear a mask in all workspaces at all times. These policies may change over time, and may include COVID-19 testing frequency, social distancing, and mask requirements.

Policy Compliance

Wellforce managers with direction from Human Resources will treat violations in alignment with the with the following guidance:

- Employees who have not complied with policy by October 1 will not be allowed to work until they are fully vaccinated. Employees must use accrued PTO or Vacation time during this period.
- If after November 1st the employee still has not been immunized or granted an exemption, the employee will be found not in compliance with the policy and will be terminated.

If staff who have a documented valid exemption are not in compliance with wearing a mask at all times during the scheduled shift with the exception of eating during scheduled breaks, they will receive a written warning in accordance with Human Resource policy for violation of the COVID-19 vaccination policy. Continued non-compliance will result in further Corrective Action up to and including termination.

For non-employed members of the Medical Staff who are out of compliance with the policy, the case will be reviewed by the Chief Medical Officer and department chair for summary suspension. Continued violation of policy will result in further corrective action up to and including include termination.

Volunteers and vendors will not be permitted access until such time as they have met the requirement.

V. Related Documents & Policies

Progressive Discipline Policy
