



POLICY: COVID-19 Vaccination Requirement Policy for Team Members

<i>Original Implementation Date:</i>	8/10/21	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	1
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PURPOSE: Sun Health will decrease the risk of transmitting the COVID-19 virus and its variants to residents, staff, and visitors and comply with applicable laws and regulations.

POLICY:

- A. All Sun Health team members and contracted staff must be vaccinated or have an approved medical or religious exemption. This policy will be enforced starting November 1, 2021.
- B. All Sun Health team members must obtain a COVID-19 vaccination unless they have an approved exemption. Initially, Sun Health team members must receive an initial vaccination, be fully vaccinated, or be granted an exemption by October 1, 2021. Those who receive an initial dose by October 1, 2021 must become fully vaccinated by November 1, 2021.
- C. Any individuals who become Sun Health team members or contractors must obtain the appropriate COVID-19 vaccination within two weeks of their hire/start date or obtain an approved exemption.
- D. COVID-19 vaccines will be available free of charge to all team members of Sun Health.
- E. Exemptions:
 - 1. Medical Exemptions: Standard criteria for medical exemptions will be established based upon recommendations from the Centers for Disease Control and Prevention. Medical contraindications include:
 - a) Documented adverse reaction to COVID-19 vaccine;
 - b) Documented severe allergy to a vaccine component;
 - c) Medical condition where vaccinations could compromise health;
 - d) Requests for medical exemptions must be signed by the individual claiming the exemption and a physician (MD/DO) or nurse practitioner for the individual;
 - e) An exemption granted for medical contraindications will be subject to revocation if changes in technology or medicine remove contraindications.
 - 2. Medical exemption requests will be reviewed by appropriate personnel to determine if the exemption request will be granted.
 - 3. Religious Exemptions: Requests for religious exemptions must state that a sincerely held religious belief, practice, or observance is inconsistent with vaccination.
 - 4. Exempted team members will be required to wear at least a surgical at all times while in any resident's home or onsite in any Sun Health location, except while eating in a break room or in an office if no one else is present. If an Exempted team member has a disability, and wearing a mask prevents that person from performing the essential functions of the job, or the disability limits that person's ability to wear a mask, a reasonable accommodation shall be considered.
- F. Human Resources is responsible for distributing periodic compliance reports to update managers on the immunization rates for team members, and on the exemptions for Sun Health team members

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who work in their respective areas (except contractors).

- G. Sun Health managers and supervisors are responsible for the enforcement of this policy, in partnership with Human Resources.
- H. Sun Health team members must adhere to this policy as a condition of employment or access to Sun Health locations. Failure to comply will be handled as a performance issue and will constitute a basis for corrective action for team members. Failure to comply with this policy by Sun Health contracted staff will result in exclusion from Sun Health locations where residents may be present and may result in contract termination. Sun Health will have the right to audit compliance with this policy by third parties for those categories of Sun Health contractors or vendors as to which compliance with the requirement for immunization or determination of exemption eligibility is the responsibility of such third party.

PROCEDURE:

- A. Sun Health will provide locations where team members and contractors may be vaccinated. Sun Health will work with outside vendors to administer the vaccine to team members onsite where the numbers of team members require vaccination is warranted.
- B. Team members must provide proof of vaccination Sun Health Human Resources, whether they receive the vaccine onsite at Sun Health or through an outside source.
- C. Team members seeking an exemption must submit an exemption request form and supporting documentation to Sun Health Human Resources.
- D. Masking compliance will be monitored and enforced as follows by the supervisor for the area in which they work.

Human Resources Procedures:

- A. Maintain a record of COVID-19 vaccinations for team members.
- B. Maintain a record of COVID-19 vaccinations for contracted personnel.
- C. Provide managers a periodic listing of (a) team members who have not been vaccinated and have failed to demonstrate proof of vaccination from another source, and (b) Sun Health team members who have been granted an exemption.

Exemptions for Sun Health team members and contracted personnel:

- A. Complete the form requesting an exemption. Obtain physician/medical provider signature if requesting exemption due to medical contraindications.
- B. Submit form requesting exemption to Human Resources.
- C. If requested, provide additional documentation.
- D. Appropriate personnel will evaluate whether the exemption should be granted.
- E. Notify the requester of the decision within five (5) business days after receipt of the request and, if applicable, give appeal rights.