

MidMichigan Health Covid-19 Vaccination Policy

Purpose

To comply with the Centers for Medicare & Medicaid Services (“CMS”) Omnibus COVID-19 Health Care Staff Vaccination interim final rule by establishing a system-wide policy and procedure to reduce the number, length and severity of Covid-19 infections among patients, staff and the communities MidMichigan Health serves. Compliance with this CMS rule helps protect our communities and valued workforce.

Scope

This policy applies to all MidMichigan Health and subsidiary (“MidMichigan”) employees, volunteers, contractors, members of the medical staff, students and medical residents who come onto MidMichigan Health property or offices for work-related purposes, or who meet face-to-face with MidMichigan employees, volunteers, contractors, members of the medical staff, students and medical residents for work-related purposes (“Eligible Individuals”). This policy does not apply to patients, guests and visitors of MidMichigan Health or a subsidiary. This policy does not apply to employees, volunteers or contractors who are remote-only and never present on MidMichigan property or in-person with other Eligible Individuals for work-related purposes.

Policy

Eligible Individuals must receive their first dose of an FDA approved Covid-19 vaccine (“Vaccine”), regardless of whether the Vaccine is a one or two-shot series, no later than December 5, 2021. Eligible Individuals must receive their second dose of Vaccine no later than January 4, 2022. Eligible Individuals are not required to obtain a Vaccine booster shot, but must inform MidMichigan Human Resources if one is received.

Eligible Individuals must submit their proof of vaccination via the forms below:

- No later than December 6, 2021, Eligible Individuals must report their Vaccine first dose, including single-dose Vaccines, by submitting the **MidMichigan Health Covid-19 Partial Vaccination Form** to employee.health@midmichigan.org.
- No later than January 4, 2022, Eligible Individuals must report their Vaccine second dose, by submitting the **MidMichigan Health Covid-19 Full Vaccination Form** to employee.health@midmichigan.org.
- Upon receipt of a Covid-19 third shot or booster shot, Eligible Individuals must submit the **MidMichigan Health Covid-19 Third Shot/Booster Vaccination Form** to employee.health@midmichigan.org.

Eligible Individuals may apply for medical or religious exemptions to the Vaccine requirement no later than December 6, 2021:

- **Medical exemptions.** To request an accommodation for a medical condition that prevents an Eligible Individual from receiving the Vaccines, or delays the time in which the Vaccine may be received, the Eligible Individual must submit a request for a medical exemption using the **MidMichigan Health Covid-19 Medical Exemption Request Form**.

- **Religious exemptions.** To request an accommodation for a sincerely held religious belief that prevents an Eligible Individual from receiving the Vaccine, Eligible Individuals must submit a request for a religious exemption using the **MidMichigan Health Covid-19 Religious Exemption Request Form**.

For the protection of yourself and others, all Eligible Individuals approved for a religious or medical exemption will be required to wear face coverings at all times while on MidMichigan property, performing patient-facing functions, or meeting with other Eligible Individuals for work-related purposes.

Eligible Individuals denied a medical or religious exemption are required to follow the vaccination requirements of this policy. Some medical exemptions may be granted on a temporary basis only, and all exemptions may be reevaluated by MidMichigan at any time. Eligible Individuals who fail to request an exemption before December 6, 2021, shall be deemed in violation of this policy.

Procedure

All exemption requests shall be reviewed internally.

Exemption requests shall be processed as follows:

- Eligible Individuals seeking a medical exemption will be informed whether their request is approved as requested, approved temporarily, or denied, or if more information is needed, via email, within two (2) weeks of submission of their exemption request.
- Eligible Individuals seeking a religious exemption will be informed whether their request is approved as requested, approved but different than the original request, denied, or if more information is needed, via email, within two (2) weeks of submission of their exemption request.
- Any exemption requests that are returned to an Eligible Individual with a request for more information will be emailed and must be resubmitted to MidMichigan within fourteen (14) days of the email sent date.

Accountability and Violations

MidMichigan hopes to avoid any policy violations, so we strongly urge all Eligible Individuals to consider receiving a Covid-19 vaccination. Eligible Individuals in violation of this policy may be subject to administrative consequences, accountability actions and/or disciplinary procedures, up to termination, in accordance with the policies applicable to their classification.

Recordkeeping

All records of Eligible Individuals contained in this policy and procedure shall be maintained by MidMichigan Human Resources. MidMichigan Human Resources shall track and monitor the vaccination status and exemption status of all Eligible Individuals in secured files.