

Title	COVID-19 Vaccination Policy		
SOP #			
Author	Human Resources	Effective Date	December 11, 2020
Signature			

Purpose:

To help protect employees, non-employees, patients and families of Guardian Healthcare from acquiring COVID-19 and to help prevent the unnecessary spread of the COVID-19 virus between employees, non-employees, patients and families. This is accomplished through an effective vaccination program.

Definition:

“Healthcare Personnel” are defined as all persons whose occupation involve contact with patients in a healthcare, home healthcare, or clinical setting. Healthcare personnel are engaged in a range of occupations, many of which include patient/resident contact even though they do not involve direct provision of patient care, such as dietary and housekeeping services.

Healthcare personnel include but are not limited to: clinical and non-clinical employees, licensed independent practitioners, temporary workers, students, volunteers, clergy, physicians and contractors.

General Information:**Policy:**

This policy applies to all employees and healthcare personnel. To safeguard the health and well-being of all, Guardian Healthcare and its subsidiaries **strongly encourage a COVID-19 vaccination** of all employees and healthcare personnel that have job duties or physical presence inside any Guardian Healthcare resident/patient care facility including all ancillary divisions.

Procedures:

1. Where and when to get the vaccine:
 - a. As federal and state authorities develop distribution plans, Guardian Healthcare will adopt procedures for administration of the vaccine to employees and as applicable, healthcare personnel. For those that receive a vaccination elsewhere, they may present written evidence of immunization from the designated site or healthcare provider.
2. Acknowledgement
 - a. Employees and applicable healthcare personnel will be presented a vaccination acknowledgment and release covenant prior to receiving the COVID-19 vaccination.
 - b. Employees and applicable healthcare personnel may be required under federal and/or state vaccination programs to provide a copy, front and back, of their medical insurance card.

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3. Communication / Education:

- a. Guardian Healthcare will inform employees and applicable healthcare personnel the dates when COVID-19 vaccine(s) are available, and the fact that vaccines will be provided at **no cost** to them. Education on COVID-19 and the vaccine will be completed throughout the organization on an ongoing basis. Employees will also be informed of the consequences of choosing not to be vaccinated.

4. Declining COVID-19 Vaccine:

- a. Employees & healthcare personnel who choose not to receive COVID-19 vaccination must wear the appropriate PPE at all times for the duration of the scheduled shift and for the duration of the public health pandemic emergency order, when providing services at all Guardian Healthcare patient/resident contact buildings, to include during scheduled breaks.
- b. Names of persons required to wear PPE will be provided to the employee’s supervisors and managers including department leadership and the NHA.
- c. Failure to comply with PPE requirement will result in disciplinary action, up to and including termination (see COVID-19 Prevention Plan – SNF’s & Infection Control - PPE)

5. Contingency Plan:

- a. If there is a shortage of COVID-19 vaccine supply that affects the supply for Guardian Healthcare staff use, Administration will develop a contingency plan. This plan will include vaccine prioritization and distribution based on the COVID-19 vaccine supply shortage faced and recommendations from the CDC and the Pennsylvania – Ohio and / or West Virginia department of health and environment.
- b. Communication about PPE use and compliance with the COVID-19 vaccination plan will be sent to healthcare personnel in the event of a vaccine shortage or delay.

COVID-19 Vaccination policy is subject to change as guidance and/or conditions change