


Montefiore

HUMAN RESOURCES POLICY AND PROCEDURE	SUBJECT: Mandatory COVID-19 Vaccination
APPROVED:  David Brodsky	PAGES: 1 of 4
	DATE ISSUED: 09/07/2021
	DATE REVIEWED/ REVISED: 06/14/2023

Overview


The New York State Department of Health (DOH) issued an Executive Order and Emergency Regulation requiring healthcare facilities to develop and implement a policy mandating employee COVID-19 vaccinations, with limited exemptions for those with medical reasons.

Additionally, as set forth below, employees who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance can submit a religious accommodation request to Montefiore. Montefiore will review and make a determination on whether to grant or deny the accommodation request.

COVID-19 Vaccination Requirement

- 1) All Montefiore employees (including applicants) are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type) unless a medical exemption or religious accommodation is granted as set forth below. Employees are required to have completed a primary series based on their age, health status, and vaccine type and be fully vaccinated, unless they have a medical exemption from completing the series. Employees returning from a leave of absence must be fully vaccinated (that is, having completed a primary series based on their age, health status, and vaccine type), unless they have an approved medical exemption.
- 2) In this document the term “Montefiore employee” is defined as: full-time regular employees; full-time temporary employees; part-time regular employees; part-time temporary employees; per diem employees; employed physicians, attending physicians, house staff, students, and interns (paid and unpaid).
- 3) Montefiore non-employees are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type). In this document the term “Montefiore non-employee” is defined as: vendors, independent contractors, agency workers, and volunteers.
- 4) The following vaccines, which have been approved by the CDC and/or WHO, will be accepted: Pfizer, Moderna, Johnson & Johnson, AstraZeneca, Novavax, Sinopharm, Sinovac, COVAXIN, Covovax, and CanSino.
- 5) Montefiore employees who have been vaccinated for COVID-19 at a location other than Montefiore (including booster dose), must provide documentation of their COVID-19 vaccination to Montefiore. Montefiore employees can do so in one of two ways:
 - i. Enter proof of your vaccination into MyChart (once you are logged into your MyChart account, click on “Menu”; select “COVID-19”; and then click “Update” to update your vaccine information); or
 - ii. Send proof of vaccination with your name, EZID, and DOB to OHS@montefiore.org

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Acceptable written proof shall include:

- (i) a record prepared and signed by the licensed health practitioner who administered the vaccine, which may include a CDC COVID-19 vaccine card
 - (ii) an official record from one of the following: a foreign nation, NYS Countermeasure Data Management System (CDMS), the NYS Immunization Information System (NYSIIS), New York City Immunization Registry (CIR), a NYSDOH-recognized immunization registry of another state, or an electronic health record system.
- 6) All Montefiore employees are required to comply with all of Montefiore’s preventive requirements. In case of any symptoms and signs of illness, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

COVID-19 Vaccination Process

COVID-19 vaccinations are available at Montefiore at no cost for Montefiore employees. Montefiore employees should contact OHS at 718-920-5406 and select option #2 to schedule a vaccination appointment. Montefiore employees should speak with their supervisor to inform them of the appointment time.

COVID-19 Vaccinations are also available in the community via <https://covid19vaccine.health.ny.gov/>


Montefiore will provide eligible Montefiore employees with up to 4 hours of paid time off to receive a COVID-19 vaccination (including booster dose) if the employee is unable to schedule the vaccine at a Montefiore location during the employee’s normal work hours.

Montefiore will provide eligible Montefiore employees with up to 2 days of paid time off if the eligible employee is out sick after receiving a COVID-19 vaccine due to side effects (does **not** include booster dose and is only for initial vaccine series). The aforementioned paid time off is in addition to any other paid time off that the eligible Montefiore employee is entitled to. The Montefiore employee must immediately report this by contacting OHS at 718-920-5406.

Booster Dose

Montefiore encourages all of its employees to receive booster dose(s) when they become eligible.

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Medical Exemption

Process below applies to Montefiore employees only. Montefiore non-employees must be fully vaccinated.

Montefiore follows current Centers for Disease Control and Prevention (CDC) guidelines for determining what medical conditions qualify for contraindication to COVID-19 vaccination.

Medical Exemption: Montefiore employees requesting an exemption from this policy (either to not be vaccinated or to not complete a primary series) due to a medical condition identified by the Centers for Disease Control (CDC) guidelines as a contraindication to COVID-19 vaccination must submit a completed "Medical Exemption from COVID-19 Vaccination" form which is located on the Intranet in the COVID Resource section. The completed form must be submitted to Occupational Health Services via vaccine-OHS@montefiore.org When Montefiore has not had sufficient time to respond to the request or Montefiore has requested additional information, employees may be placed off duty without pay until such time that Montefiore has reviewed the request.

An exemption will be granted where it meets guidelines and does not cause Montefiore undue hardship or pose a direct threat to the health and safety of others. Montefiore will respond in writing within one week to requests and its determination of the exemption is final. If the exemption request is denied, the employee will need to comply with the vaccination requirement for continued employment.

Employees with approved medical exemptions should monitor themselves for symptoms and signs of illness. In case of any, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

Montefiore reserves the right to amend these requirements at any time.


Religious Accommodation

Process below applies to Montefiore employees only. Montefiore non-employees must be fully vaccinated.

The New York State Regulation does not provide for religious exemption. As such, Montefiore will deny religious exemption requests for employees working in positions that if they were infected with COVID-19, they could potentially expose other covered personnel, patients, or residents to the disease.

For those employees whose job duties can be fully performed remotely, Montefiore will review the religious accommodation request and make a determination on whether to approve or deny the accommodation request. Montefiore will deny requests when: not of a religious nature; not a sincerely held religious belief, practice, or observance; requests are incomplete; Montefiore requests additional information and the employee does not reply in a timely manner; or they create an undue

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hardship. Additionally, Montefiore may revoke an approved request at a future date depending on any future guidance from New York State.

Employees who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance can submit a completed “Religious Accommodation Request from COVID-19 Vaccination” form which is located on the Intranet in the COVID Resource section.

Montefiore reserves the right to amend these requirements at any time.

Compliance

Compliance with this policy, by vaccination, exemption, or accommodation is required for continued employment.

Noncompliance with this policy will subject an employee to termination of employment.

Montefiore non-employees must be fully vaccinated.

Regardless of vaccination status, it is essential that we all continue to take necessary precautions, including using appropriate PPE, vigorous hand hygiene, and social distancing.

All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center’s Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.