

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: COVID-19 Vaccination Policy

PROCEDURE NO: HR 500.22

REPLACES: None

PAGE(S): _____

PREPARED BY: Human Resources Director

DATE: September 2021

PURPOSE:

Due to a temporary rule published by the Oregon Health Authority, all healthcare providers and healthcare staff in healthcare settings must be fully vaccinated or provide documentation for a medical or religious exception by October 18, 2021. Mennonite Village is considered a healthcare setting and is required to comply with this temporary rule. Mennonite Village believes it is all our responsibilities to create a safe work environment for our residents and employees.

POLICY:

Per the rule, healthcare providers and healthcare staff include the following:

Individuals, paid and unpaid working, learning, studying, assisting, observing or volunteering in a healthcare setting providing direct patient or resident care or who have the potential for direct or indirect exposure to patients, residents, or infectious materials, and includes but is not limited to any individual licensed by a health regulatory board as that is defined in ORS 676.160, unlicensed caregivers, and any clerical, dietary, environmental services, laundry, security, engineering and facilities management, administrative, billing, student and volunteer personnel.

Mennonite Village will notify you if you are covered by this rule.

Accordingly, Mennonite Village is requiring all covered employees to be fully vaccinated by October 18, 2021, unless a covered employee provides documentation for a medical or religious exception.

"Fully vaccinated" means having received both doses of a two-dose COVID-19 vaccine or one dose of a single-dose COVID-19 vaccine and at least 14 days have passed since the individual's final dose of COVID-19 vaccine.

"Medical exception" means that an individual has a physical or mental impairment that prevents the individual from receiving a COVID-19 vaccination. A medical exception must be corroborated by a document signed by a medical provider, who is not the individual seeking the exception, certifying that the individual has a physical or mental impairment that limits the individual's ability to receive a COVID-19 vaccination based on a specified medical diagnosis, and that specifies whether the impairment is temporary in nature or permanent.

"Religious exception" means that an individual has a sincerely held religious belief that prevents the individual from receiving a COVID-19 vaccination. A religious exception must be corroborated by a document, on a form prescribed by the Oregon Health Authority (OHA), signed by the individual stating that the individual is requesting an exception from the COVID-19 vaccination requirement on the basis of a sincerely held religious belief and including a statement describing

the way in which the vaccination requirement conflicts with the religious observance, practice, or belief of the individual.

PROCEDURE:

If you will be seeking a religious exception, please contact Human Resources. They will provide the required and form and discuss your need for accommodation.

For employees that have provided the required documentation for a medical or religious exception, the organization will work with you to determine if there is a reasonable accommodation.

Any out-of-pocket expenses associated with obtaining the COVID-19 vaccination for employees working at Mennonite Village will be fully reimbursed by Mennonite Village. Employees are required to schedule the vaccine outside of their normal working hours.

Failure by any covered employee to comply with these requirements will result in disciplinary action up to and including termination. Mennonite Village's progressive discipline procedure includes oral warning, written warning, final warning and then removal from schedule or termination.

Please direct any questions regarding this policy and/ or reasonable accommodation requests to either the Human Resources Director or the Human Resources Benefits Coordinator.

Failure to comply with the policy may lead to removal from the work schedule or termination of employment.