



## **Mandatory Vaccination Policy**

### **Standard**

In accordance with Edenwald's duty to provide and maintain a workplace that is free of known hazards, we are adopting a standard and guideline to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This standard will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and Maryland local health authorities, as applicable.

### **Scope**

All employees are required to receive vaccinations as determined by Edenwald as determined by appropriate committees such as Quality Assurance Performance Improvement (QAPI), Safety and/or the resident/board Healthcare Committee, unless a reasonable accommodation as defined by the EEOC is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

### **Guideline**

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this standard and the timeframe(s) for having the vaccine(s) administered. Edenwald will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

Edenwald will pay for all vaccinations. When not provided in-house, vaccination expenses should be processed through the employees' health insurance where applicable and otherwise be submitted for reimbursement.

All employees will be paid for time taken to receive vaccinations. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements.

### **Reasonable Accommodation**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted

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where they do not cause Edenwald undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to the Human Resources Department.

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