

To: Employees, Volunteers, and Students

From: Todd Davis, MD, MMM, EVP and Chief Medical Officer, CaroMont Health

Date: August 21, 2018

Subject: Mandatory Influenza Vaccine Policy

For the safety of our patients and community and to comply with national recommendations, the Influenza vaccination is now mandatory for all employees, volunteers, students, vendors, Active and Courtesy Medical Staff Members, and Advanced Care Practitioners unless they have an approved Exemption.

Employees who are not vaccinated by November 2nd will be suspended without pay on November 2nd and their employment terminated on November 5th if they do not comply with the policy. Volunteers and students who are not vaccinated or provide proof of vaccination by November 5th will not be allowed on campus until the Influenza season ends. Active and Courtesy Medical Staff and Advanced Care Practitioners who are not vaccinated or provide proof of vaccination by November 5th, will be asked to take a Leave of Absence until the end of the Influenza season or be placed on Administrative Leave.

Vaccination Period

- The 2018 Influenza vaccination period is from October 1st to October 30th . .
- You must receive the Influenza vaccine and submit proof by 4pm on November 2nd if you have not been granted a Medical or Religious Exemption.
- If you do not receive your vaccination through CaroMont Health, proof must be submitted to Employee Health Services by emailing employeehealth@caromonthhealth.org or faxing to 704.834.2550 .

Vaccination Exemptions

- Only Medical and Religious Exemptions are allowed.
- If you have had a previous *permanent medical exemption* granted by Employee Health Services you *do not* have to submit a request again.
- If you had a previous *temporary exemption* granted by Employee Health Services you *do* have to submit a exemption request again if the medical condition still exists.
- Personal Exemptions are not allowed.
- Your request for exemption must be submitted in eWork by September 28th
- If you are requesting a Medical Exemption you must submit documentation from your Provider and attach to your declination in eWork.
- For a Religious Exemption please provide an explanation in your eWork declination.
- If your Medical or Religious Exemption is denied you must receive the vaccine by November 2nd . .

Noncompliance

- Employees who do not comply by November 2nd will be suspended without pay on November 2nd and their employment terminated on November 5th if they do not comply with the policy
- Volunteers and Students who are not vaccinated by November 2nd will not be allowed on campus during the Influenza season.
- Medical Staff and Advanced Care Practitioners who do not comply with this policy by November 5th will be asked to request a Leave of Absence or be placed on Administrative Leave for the Influenza season.

Thank you for your support and the compassionate care you provide our community and your patients.