



To: CaroMont Health employees, medical staff, students, vendors and volunteers

From: Ward Adcock, III, MD, VP, Medical Affairs

Date: August 24, 2020

Re: Mandatory Influenza Vaccine Policy

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

Vaccination Period

- The 2020 flu vaccination period is from October 1 to October 27. Flu clinic dates will be posted on CHIP in the coming weeks.
- All Influenza vaccinations must be recorded with Employee Health no later than 4:00 p.m. on October 29.
- If you do not receive your vaccination through CaroMont Health, proof must be submitted to Employee Health by emailing employeehealth@caromonthhealth.org or faxing to 704.834.2250.

Noncompliance

- Active and Associate Medical Staff and Advanced Care Practitioners who are not vaccinated or fail to submit proof by November 2, 2020, will be asked to take a Leave of Absence for the entire Influenza Season or will be placed on Administrative Leave.
- Employees who are not vaccinated or have not provided proof of vaccination by October 29 will be suspended without pay. Failure to comply with the policy will result in termination on November 2.

Exemptions

- Only medical and religious exemptions will be considered. Personal exemptions are not allowed and will not be granted.

- 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 have a *temporary exemption* granted by Employee health Services, you *do* have to submit an exemption request again if the medical condition still exists.
- If you are requesting a medical exemption, you must submit documentation from your Provider and attach your declination in eWork.
- For a religious exemption, please provide an explanation in your eWork declination.
- **Your request for exemption must be submitted in eWork by 4:00 p.m. on September 27.**
- If your exemption is denied, you must receive the vaccination by October 29.

While an annual flu vaccination is important for all healthcare professionals, the COVID-19 pandemic has made this requirement even more critical for the health and safety of employees and patients. Thank you for your support and the tireless work you do for our community and your patients.