



## POLICY

**TITLE: COVID-19 Vaccine Program**

**EFFECTIVE DATE:** August 2021

**OWNER OF THIS POLICY:** VP Human Resources

**SCOPE:** This policy applies to all BHC Workforce Members

**STATEMENT OF PURPOSE:** This policy is intended to maximize vaccination rates against COVID-19 among BHC's Workforce to protect our patients, colleagues and community.

### DEFINITIONS:

**Newly Hired Team Members:** Team Members hired by BHC after September 1, 2021.

**Team Member:** Full, part time and PRN employees of BHC.

**Workforce Members:** Full, part time and PRN employees of BHC, credentialed and employed physicians, volunteers, and students of BHC and/or its affiliates, and any employees or personnel of independent contractors of BHC and/or its affiliates working under the direct supervision of a BHC leader.

### POLICY:

1. All Newly Hired Team Members are required to receive at least the first dose of the COVID-19 vaccine prior to starting work. Newly Hired Team Members who have only received the first dose of the COVID-19 vaccine prior to starting work must agree to receive their second dose (if applicable) within the clinically recommended time frame after their employment has begun. The only Newly Hired Team Members who are excused from this requirement are those with an approved religious or health exemption.
2. All Team Members hired prior to September 1, 2021, regardless of work location, and all Workforce Members who provide services at a BHC facility, are required to receive the COVID-19 vaccine (both doses if applicable) by November 1, 2021. Those who decline the COVID-19 vaccine will be required to do the following:
  - a. Complete a declination form by November 1, 2021;
  - b. Remain socially distanced (six feet apart) from all other persons during the duration of their work day if possible;
  - c. Wear a protective surgical mask over their nose and mouth in all locations;

- d. Eat and drink in a socially distanced manner. For example, a non-vaccinated Workforce Member may not eat in the physician lounge or at a table with others in the cafeteria or in the break room if not socially distanced; and
  - e. Complete mandatory education regarding the COVID-19 vaccine, (which will be assigned after completing the declination form), by November 30, 2021.
- 3. The BHC Team Member Health Department will provide COVID-19 vaccines for all Workforce Members free of charge.
- 4. Workforce Members who receive their COVID-19 vaccine from an external source must provide proof of vaccination to Team Member Health by November 1, 2021.
- 5. Team Members who fail to comply with this policy will be subject to discipline up to and including termination. Non-Team Member members of the Workforce who fail to comply with this policy will be subject to removal from BHC premises and automatic relinquishment of clinical privileges, where applicable.