**Policy**

As mandated by CFR 418.60 Condition of Participation: Infection Control (Hospice) and CFR 484.70 Condition of Participation: Infection Prevention and Control (Home Health), all Ohio Living Home Health and Hospice employees, volunteers, and contracted employees, as defined by the regulations, will be fully vaccinated or have an approved medical or religious exemption.

**Definitions**

**Fully vaccinated** – refers to staff who are two weeks or more from completion of their primary vaccination series for COVID-19.

**Temporarily Delay**ed – refers to vaccination that must be temporarily postponed as recommended by the CDC, due to clinical precautions and considerations, including but not limited to, individuals secondary to COVID-19, or individuals who received monoclonal antibodies or convalescent plasma for COVID-19 treatment in the last 90 days. An employee identified as temporarily delayed will not be tested for COVID-19 for 90 days following illness or treatment per CDC recommendations.

**Procedure**

All employed staff will comply with the policy by providing proof of having, at a minimum, a single-dose COVID-19 vaccine, or the first dose of a multi-dose COVID-19 series or have an approved exemption for medical or religious reasons. All documents will be maintained by the Human Resources Department.

Hospice volunteers will comply with the policy by providing proof of having, at a minimum, a single-dose COVID-19 vaccine, or the first dose of a multi-dose COVID-19 series or have an approved exemption for medical or religious reasons. All documents will be maintained securely by the Hospice Volunteer Coordinator.

Any contracted staff working with Ohio Living Home Health and Hospice must comply with the conditions of participation as stated above. If the contracted employee is selected for review during a survey, the contracted agency must provide the necessary documentation for that employee to the home health or hospice timely.

Each Ohio Living Home Health and Hospice office is required to maintain a compliant and secure tracking system to support the following:

1. A list of fully vaccinated staff;
2. A list of approved exempt staff;
3. A list of those staff for whom the COVID-19 vaccination must be temporarily delayed; and
4. A list of those staff members who have obtained their booster doses as recommended by the CDC.

Any staff members not fully vaccinated will be advised in writing of the additional precautions that they are required to follow in order to mitigate the transmission and the spread of COVID-19. This document will be signed by the staff member and placed in their employee personnel file.

Ohio Living will identify a newly hired employee’s vaccination status and will:

1. Obtain and provide the vaccination record to the Human Resources Department for secure filing in the employee’s personnel file or;
2. Provide the employee with education on the benefits of vaccination, information on obtaining the COVID-19 vaccination and help facilitate timely vaccination;
3. Explain the option of applying for an exemption based on medical or religious reasons and provide the new employee with the means to apply for an exemption;
4. Any new employee identified as not fully vaccinated will be advised in writing of the additional precautions they are required to follow in order to mitigate the transmission of the spread of COVID-19. This document will be signed by the staff member and placed in the employee’s personnel file.
5. A newly hired employee is only permitted to work:
6. after receiving the first dose in their vaccination series and will continue to adhere to additional precautions until fully vaccinated;
7. or receiving an approved medical or religious exemption and after receiving an initial COVID test and testing negative; and will continue to adhere to additional precautions;
8. identified as Temporarily Delayed and will continue to adhere to additional precautions until 90 days has passed. At that time, the employee will either begin the vaccination series to become fully vaccinated or will secure an approved medical or religious exemption.

Exemption process – all requests for exemptions will be sent to the local Ohio Living Human Resources department. The Human Resources Department will review and approve all exemption requests.

All vaccination records, approved exemption forms, and related documentation will be maintained by the Human Resources department in the employee’s personnel file.