


# Montefiore Einstein

<b>HUMAN RESOURCES POLICY AND PROCEDURE</b>	<b>SUBJECT: Mandatory COVID-19 Vaccination</b>
<b>APPROVED:</b>   <b>David Brodsky</b>	<b>PAGES:</b> 1 of 3
	<b>DATE ISSUED:</b> 09/07/2021
	<b>DATE REVIEWED/ REVISED:</b> 01/03/2024

## Overview

Montefiore has implemented a policy mandating COVID-19 vaccinations for candidates/applicants, with limited exemptions for those with medical reasons.

Additionally, as set forth below, candidates/applicants who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance can submit a religious accommodation request to Montefiore. Montefiore will review and make a determination on whether to grant or deny the accommodation request.


## COVID-19 Vaccination Requirement

- 1) All Montefiore candidates/applicants are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type) unless a medical exemption or religious accommodation is granted as set forth below. Candidates/applicants are required to have completed a primary series based on their age, health status, and vaccine type and be fully vaccinated, unless they have a medical exemption from completing the series.
- 2) In this document the term “candidates/applicants” is defined as individuals seeking to become: a full-time regular employee; a full-time temporary employee; a part-time regular employee; a part-time temporary employee; a per diem employee; an employed physician, attending physician, house staff, student, and intern (paid and unpaid).
- 3) Montefiore non-employees are required to be fully vaccinated against COVID-19 (that is, having completed a primary series based on their age, health status, and vaccine type). In this document the term “Montefiore non-employee” is defined as: vendors, independent contractors, agency workers, and volunteers.
- 4) The following vaccines, which have been approved by the CDC and/or WHO, will be accepted: Pfizer, Moderna, Johnson & Johnson, AstraZeneca, Novavax, Sinopharm, Sinovac, COVAXIN, Covovax, and CanSino.
- 5) Montefiore candidates/applicants who have been vaccinated for COVID-19 at a location other than Montefiore (including booster dose), must provide documentation of their COVID-19 vaccination to Montefiore.

Acceptable written proof shall include:

- (i) a record prepared and signed by the licensed health practitioner who administered the vaccine, which may include a CDC COVID-19 vaccine card
- (ii) an official record from one of the following: a foreign nation, NYS Countermeasure Data Management System (CDMS), the NYS Immunization Information System (NYSIIS), New York City Immunization Registry (CIR), a NYSDOH-recognized immunization registry of another state, or an electronic health record system.

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- 6) All Montefiore employees are required to comply with all of Montefiore’s preventive requirements (which includes masking). In case of any symptoms and signs of illness, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

## **COVID-19 Vaccination Process**

COVID-19 vaccinations are available at Montefiore at no cost for Montefiore employees. Montefiore employees should contact OHS at 718-920-5406 and select option #2 to schedule a vaccination appointment. Montefiore employees should speak with their supervisor to inform them of the appointment time.

COVID-19 Vaccinations are also available in the community via <https://covid19vaccine.health.ny.gov/>

## **Booster Dose**

Montefiore encourages all of its employees to receive booster dose(s) when they become eligible.

## **Medical Exemption**


**Process below applies to Montefiore candidates/applicants only. Montefiore non-employees must be fully vaccinated.**

Montefiore follows current Centers for Disease Control and Prevention (CDC) guidelines for determining what medical conditions qualify for contraindication to COVID-19 vaccination.

Medical Exemption: Montefiore candidates/applicants requesting an exemption from this policy (either to not be vaccinated or to not complete a primary series) due to a medical condition identified by the Centers for Disease Control (CDC) guidelines as a contraindication to COVID-19 vaccination must submit a completed “Medical Exemption from COVID-19 Vaccination” form which is located on the Intranet in the COVID Resource section. The completed form must be submitted to Human Resources Recruitment or Occupational Health Services via [vaccine-OHS@montefiore.org](mailto:vaccine-OHS@montefiore.org) When Montefiore has not had sufficient time to respond to the request or Montefiore has requested additional information, that may delay Montefiore’s ability to respond to the candidates/applicants.

An exemption will be granted where it meets guidelines and does not cause Montefiore undue hardship or pose a direct threat to the health and safety of others. Montefiore will respond in writing within one week to requests and its determination of the exemption is final. If the exemption request is denied, the candidate/applicant will need to comply with the vaccination requirement if the candidate/applicant wishes to commence employment.

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Montefiore candidates/applicants and employees with approved medical exemptions should monitor themselves for symptoms and signs of illness. In case of any, they should immediately contact OHS at 718-920-5406 and select option #1 for evaluation.

Montefiore reserves the right to amend these requirements at any time.

## **Religious Accommodation**

**Process below applies to Montefiore candidates/applicants only. Montefiore non-employees must be fully vaccinated.**

Candidates/applicants who have a religious objection to COVID-19 immunization due to a sincerely held religious belief, practice, or observance which conflicts with the COVID-19 vaccine can submit a completed “Religious Accommodation to be exempt from COVID-19 Vaccination” Request form which is located on the Intranet in the COVID Resource section.

Montefiore will review a candidate/applicant’s religious accommodation request and make a determination on whether to approve or deny the accommodation request. Montefiore will deny requests when: the request is not of a religious nature; the request is not based on a sincerely held religious belief, practice, or observance; the sincerely held religious belief, practice, or observance does not conflict with the COVID-19 vaccination; the request is incomplete; Montefiore requests additional information and the candidate/applicant does not reply in a timely manner; or the accommodation request creates an undue hardship.

Montefiore reserves the right to amend these requirements at any time.

## **Compliance**

Compliance with this policy, by vaccination, exemption, or other accommodation is required for continued employment.

Noncompliance with this policy will subject an employee to termination of employment.

Montefiore non-employees must be fully vaccinated.

Regardless of vaccination status, it is essential that we all continue to take necessary precautions, including using appropriate PPE, vigorous hand hygiene, and social distancing.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center’s Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*