

Memo



To: All CRMC Employees
From: Paul Korth, Chief Executive Officer
Date: November 12, 2021
Re: COVID-19 Mandatory Vaccine Policies and Procedures

Due to the Biden Administration order and the release of a new rule by the United States Centers for Medicare and Medicaid Services (CMS) that requires that physicians, employees, volunteers, students, interns, vendors, or anyone else who may come into contact with another person while at work must receive one of the approved COVID-19 vaccines, we are sending the guidelines that we are forced to implement. Non-compliance by hospitals would not only lead to fines but also the termination from federal programs such as Medicare and Medicaid.

I hope that our employees will continue to keep working with Cookeville Regional and serving our community.

Attached you will find the following policies and forms:

- Mandatory Covid-19 Vaccination Policy for Employees, Volunteers, Students, Contract, Vendor and Medical Staff
- Exemption, Reasonable Accommodation, and Interactive Process for Mandatory Employees, Volunteers, Students, Contract, Vendors and Medical Staff.
 - Covid-19 Religious Request for Reasonable Accommodation Form
 - Covid-19 Medical Request for Reasonable Accommodation Form

STAFF REQUESTING A MEDICAL/RELIGIOUS ACCOMMODATION

Staff who wish to request a Medical and/or Religious Accommodation may submit the appropriate accommodation form to Angel Lewis, Senior Vice of Human Resources by Friday, November 19, 2021. Requests that are received after the deadline will not be considered timely and may not receive an exemption/accommodation. Staff who submit a request will receive a determination from the Covid-19 Vaccination Exemption Committee by December 1, 2021. Staff who are on an approved medical/military leave must comply with the policy by their return-to-work date.

STAFF WHO ELECT NOT TO COMPLY WITH THE MANDATORY VACCINE POLICY

Staff who do not comply with the policy by December 5, 2021; will be placed on an unpaid leave of absence for up to seven (7) days. At the end of the seven (7) calendar days, staff will be subject to disciplinary action up to and including termination of employment from CRMC.

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Employees who work through their scheduled assigned shifts through December 4, 2021, and elect to separate from CRMC due to the Covid-19 Mandatory Vaccination Policy will be eligible to receive their accrued PTO and may be considered for future employment if they comply with all CRMC policies and procedures. If an employee is rehired at a later date, their benefit eligibility date will be based on their rehire date. Employees who terminate and are enrolled in Medical, Dental and/or Vision Insurance Plans will be offered COBRA insurance for up to 18 months.

STAFF WHO ARE PREGNANT

Staff members who are pregnant and who wish to request a pregnancy accommodation must complete the Covid-19 Medical Request for Reasonable Accommodation Form to Angel Lewis, Sr. VP of Human Resources by Friday, November 19, 2021.

STAFF WHO HAVE HAD COVID-19 OR AN ANTIBODY INFUSION SINCE SEPTEMBER 6, 2021

Staff who have received a positive PCR Covid-19 test/Antibody Infusion since September 6, 2021, through December 3, 2021, may request a medical accommodation up to 90 days from their positive PCR Covid-19 Test/Antibody Infusion. However, the Medical Accommodation Form, with appropriate documentation, must be submitted to Angel Lewis, Senior Vice President of Human Resources by Friday, November 19, 2021. Staff members must agree to receive the vaccine within five (5) days of the 90-day waiting period.