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Emp Wellness & Health Svcs
Area Employee Wellness & Health
Document Types Plan

COVID-19 Vaccine Plan

COVERAGE:

This plan applies to El Camino Hospital employees, physicians, contractors, volunteers, observers and students. If there is a conflict between the Hospital plan and the applicable MOU, the applicable MOU will prevail.

PURPOSE:

El Camino Hospital has an obligation to provide a safe environment of care and is genuinely concerned about the safety of all, patients, visitors, employees, physicians, contractors, volunteers, observers and students. COVID-19 (SARS-CoV-2) is a contagious respiratory illness caused by the SARS-CoV-2 virus. COVID-19 can cause mild to severe illness, and at times can lead to death. It is thought that COVID-19 mortality rate is substantially higher (possible 10 times more) than that of most strains of flu. As of the date of the approval of this policy, the FDA, under the emergency use act (EUA), has approved three COVID-19 vaccines. All vaccines have been found to be both safe and effective in reducing the risk of COVID-19, and health-care related transmission.

REFERENCES:

- Health Order Requiring Use of Face Masks in Patient Care Areas of Healthcare Delivery Facilities During Designated Winter Respiratory Virus Period; Rescission of Prior Health Orders, Santa Clara County Department of Public Health, Effective April 4, 2023. (sccgov.org)
- Medicare and Medicaid Programs; Omnibus COVID-19 Health Care Staff Vaccination, <https://www.federalregister.gov/documents/2021/11/05/2021-23831/medicare-and-medicaid-programs-omnibus-covid-19-health-care-staff-vaccination>

- Center for Disease Control (CDC) Vaccines for COVID-19 5/23/2021 <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

PROCEDURE:

- A. This plan is intended to maximize vaccination against COVID-19 among all ECH healthcare workers and to comply with the State of California and Santa Clara County Public Health Department COVID-19 guidance regarding COVID-19 vaccination, testing and mandated masking of healthcare workers.
- B. COVID-19 vaccination is a condition of hire and retention for all employees. All employees, physicians, contractors, volunteers, observers and students must be fully vaccinated (except in unusual and specific circumstances as described in Procedure D) as communicated by EWHS.
- C. ~~An individual is considered up to date with vaccines after receipt of one dose of the Pfizer or Moderna bivalent vaccine, regardless if or what prior vaccine doses were received; or who has had 2 doses of Novavax; or a booster dose of Novavax following a single Johnson & Johnson vaccine dose or a series of 2 monovalent Moderna or Pfizer-BioNTech doses.~~ An individual is considered fully vaccinated after receiving the second dose in a two dose COVID-19 vaccine or after receiving a single dose COVID-19 vaccine.
- D. Exemption requests will be considered under the following circumstances:
 1. Medical/religious contraindications to vaccination including:
 - a. Persons with written documentation by a healthcare provider of a medical contraindication to the COVID-19 vaccine (See addendum COVID-19 Exemption Request Form), including whether all or a specific vaccine are contraindicated.
 - b. Written documentation of a qualifying religious exception (See addendum COVID-19 Vaccine Exemption Request Form).
- E. The COVID-19 Vaccine Plan includes the following features:
 1. When additional vaccination recommendations are published by Santa Clara County Public Health (SCCPH), El Camino Hospital will inform staff about the following:
 - a. Requirement(s) for vaccination
 - b. Dates when COVID-19 vaccine(s) are available
 - c. Vaccine(s) will be provided at no out of pocket expense to the employee
 - d. Procedure for receiving the vaccination
 - e. Procedure for submitting written documentation of vaccine obtained outside ECH, EWHS
 - f. Procedure for declining
 - g. Consequences for non-compliance with this plan
 2. If vaccine shortages occur or if SCCPH, CDPH, and/or the CDC recommendations are altered, all or part of this plan may be modified, suspended, or revoked.
 3. Staff will be educated on the following (this education may occur either at the time of the vaccination activity, or at the time of hire or as part of ongoing training and

education, or any combination thereof):

- a. Benefits of COVID-19 vaccine
 - b. Potential health consequences of COVID-19 illness for themselves and patients
 - c. Epidemiology and modes of transmission, diagnosis, and non-vaccine infection control strategies (such as the use of appropriate precautions & respiratory hygiene).
4. Visual cues for ID badges may be used to permit monitoring compliance with the above requirements.
 5. All staff are responsible for compliance with this Plan.
 6. Staff supervisors, managers and directors (as applicable to worker) are responsible for the enforcement of this Plan.

RESPONSIBILITIES

A. COVID-19 Vaccine All ECH Staff:

1. Receive the COVID-19 vaccine(s) provided by ECH and coordinated by EWHS
2. Or complete and submit a COVID-19 Exemption Request Form to EWHS stating the reason for the exemption request as described in the section above (see attached COVID-19 Exemption Review Process)
3. Or provide current written proof of receipt of required COVID-19 vaccine(s) if not given by EWHS or designee including the date and type of vaccination received
4. Comply with Santa Clara Health Department mandate to wear a mask regardless of vaccination during the designated Winter Respiratory Virus Period and/or at any other time as mandated by SCCHD or CDPH
5. Not report to work if experiencing any COVID-19 symptoms and call the EWHS Flu/ COVID Hotline (650-988-7808)

B. COVID-19 Testing

1. All staff are encouraged to test for COVID-19 whenever they experience symptoms of COVID-19 and/or when they know they have been or may have been exposed.
2. Unvaccinated Staff may be required to test for COVID-19 more frequently based on Santa Clara County Health Department mandates.

C. Universal Masking

1. Regardless of COVID-19 vaccination status, all healthcare workers in every healthcare setting shall adhere to standard precautions during the care of patients in order to prevent disease transmission.
2. Masking is required in patient care areas during the Winter Respiratory Virus Period as designated annually by the Santa Clara County Department of Public Health and/or at any time deemed necessary by Santa Clara County Department of Public Health and/or the California Department of Public Health.

D. Compliance

1. Non-compliance with any part of this plan may lead to disciplinary action including suspension and up to termination. Non-compliance with health requirements may result in disciplinary action that will affect employee’s incentive payout (bonus).

E. Reporting

1. Employee Wellness & Health Services (EWHS)
 - a. Review and approve documentation of acceptable medical contraindications
 - b. Forward religious exemptions requests to Human Resources for review and approval
 - c. Coordinate COVID-19 vaccination distribution and tracking to departments for department-based COVID-19 vaccination of employees
 - d. Maintain electronic records for staff that have received or declined COVID-19 vaccination
 - e. Notify Managers and Supervisors regarding COVID-19 vaccination status of employees in their respective departments
 - f. Report required COVID-19 vaccination data to government agencies as required
 - g. Provide information to Human Resources regarding those employees who are not in compliance with this policy
 - h. Review employee COVID-19 vaccination rates

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the electronic version prevails.

Attachments

[COVID-19 Vaccine Exemption Request Form](#)

[COVID-19 Vaccines Exemption Review Process \(6-21-24\)](#)

Approval Signatures

Step Description	Approver	Date
Board	Tracy Fowler: Director Governance Services	Pending

MEC	Michael Coston: Director Quality and Public Reporting [PS]	09/2024
ePolicy Committee	Patrick Santos: Policy and Procedure Coordinator	09/2024
Medicine Department Executive Committee	Patrick Santos: Policy and Procedure Coordinator	09/2024
Medicine Department Executive Committee	Michael Rea: Mgr Emp Wellness & Health Svcs	04/2024
Infection Prevention Committee	Delfina Madrid: Quality Data Analyst	04/2024
HR Leaders and CHRO	Tamara Stafford: Dir Talent Development & EWHS	03/2024
HR Leaders and CHRO	Michael Rea: Mgr Emp Wellness & Health Svcs	02/2024

History

Draft saved by Rea, Michael: Mgr Emp Wellness & Health Svcs on 2/19/2024, 11:11AM EST

Comment by Rea, Michael: Mgr Emp Wellness & Health Svcs on 2/19/2024, 11:12AM EST

Changed "up to date" to "fully vaccinated" removing specific examples using "after receiving second dose in a two dose COVID-19 vaccine or after receiving a single dose COVID-19 vaccine" to align with current practice and that new COVID vaccine is not required.

Edited by Rea, Michael: Mgr Emp Wellness & Health Svcs on 2/19/2024, 11:13AM EST

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Last Approved by Rea, Michael: Mgr Emp Wellness & Health Svcs on 2/19/2024, 11:13AM EST

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Reviewed by HR Leadership Team, March 20, 2024

Last Approved by Madrid, Delfina: Quality Data Analyst on 4/29/2024, 1:19PM EDT

Approved by ICC 4/22/24

Last Approved by Rea, Michael: Mgr Emp Wellness & Health Svcs on 4/29/2024, 1:22PM EDT

Administrator override by Santos, Patrick: Policy and Procedure Coordinator on 4/29/2024, 6:06PM EDT

Pulled formatting correction from draft version.

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Uploaded updated COVID 19 Exemption Review Process, per email from owner.

Comment by Santos, Patrick: Policy and Procedure Coordinator on 9/4/2024, 1:52PM EDT

Note: Per Medicine Dept Exec Cmte that this plan doesn't need to go to them. However, this needs to be discussed at ePolicy before change can be made.

Last Approved by Santos, Patrick: Policy and Procedure Coordinator on 9/4/2024, 1:52PM EDT

Med Dept Exec 8/8/24

Administrator override by Santos, Patrick: Policy and Procedure Coordinator on 9/13/2024, 6:15PM EDT

Per email from owner (cc'd Dr. Shin) to change annual review to 3-year cycle.

Last Approved by Santos, Patrick: Policy and Procedure Coordinator on 9/16/2024, 1:31PM EDT

ePolicy 9/13/24

Last Approved by Coston, Michael: Director Quality and Public Reporting on 9/30/2024, 10:41AM EDT

MEC 9/26/24