	Organization-Wide Manual:	Human Resources	
	Date of Origin:	2021	No.: H-0502
	Last Review/Revision:	08/2024	Page 1
SUBJECT:	Mandatory Vaccinations		

I. PURPOSE

Broadlawns Medical Center’s Mandatory Vaccination Policy is in accordance with BMC’s duty to provide and maintain a workplace that is free of known hazards. This policy is intended to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases, such as COVID-19 or influenza, which may be reduced by vaccinations. This policy will comply with all applicable laws and is based on support and guidance from the Centers of Disease Control and Prevention and the American Hospital Association.

II. PROCEDURES

All employees are required to receive vaccinations as determined by BMC, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be subject to voluntary resignation or termination.

Employees will be notified as to the type of vaccination covered by this policy and the timeframe(s) for having the vaccine(s) administered. BMC will provide onsite access to the vaccine to assist employees in receiving the vaccine.

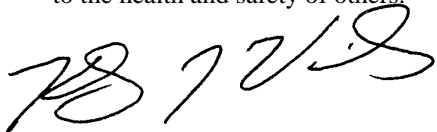
Vaccination appointments can be scheduled with Employee Health. For Employee Health appointments outside of work hours, employees will be compensated for the time taken to receive the vaccination.

BMC will provide employees with a vaccination(s) at no cost to the employee. COVID-19 vaccinations are free, whether an individual has health insurance or not. When a vaccination is not received at BMC, vaccinations should be run through your health insurance and be submitted for reimbursement where applicable.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Proof of vaccination can be submitted to Employee Health.

III. REASONABLE ACCOMODATION

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause BMC undue hardship or pose a direct threat to the health and safety of others.



Karl Vilums
Interim Chief Executive Officer