

FIGHT COVID-19 | GET VACCINATED



Date: September 17, 2021

To: All QHS Employees and Medical Staff

From: Todd Allen, MD, Senior Vice President & Chief Quality Officer

Subject: **COVID-19 Vaccination Status and Exemption**

Aloha QHS Staff,

Thank you for your patience as we work through the COVID-19 Vaccination Status and Exemption Process. Please see the guidance below and actions needed to comply with the COVID-19 vaccination requirement.

Policy

All Health Care Personnel are required to be fully vaccinated against COVID-19 by October 1, 2021. HCP may request a medical, religious, or personal exemption by completing a COVID Exemption Request on [MyInfo](#). HCP who are not fully vaccinated and have not completed an exemption request will not be allowed to work as of October 1, 2021.

ACTION NEEDED:

1. Check your COVID-19 Vaccination Status on MyInfo>MyPersonal Info>COVID-19 Vaccination Status.
2. If your status shows **Fully Vaccinated**, no additional action is needed. Please continue to follow all PPE guidance and safety protocols.
3. Follow the steps below if your status shows **Not Fully Vaccinated**:
 - a. If your status shows **Not Fully Vaccinated** and you have NOT completed your vaccination, complete a COVID-19 Exemption Request via MyInfo>MyPersonal Info>COVID-19 Vaccination Exemption.
 - b. If your status shows **Not Fully Vaccinated**, but you are partially vaccinated or intend to get vaccinated in the future, you will still have to complete the COVID-19 Exemption Request via MyInfo>MyPersonal Info>COVID-19 Vaccination Exemption.
 - c. If your status shows **Not Fully Vaccinated**, but you have completed your vaccination, contact the appropriate Employee Health department below to update your status. You will be required to provide proof of vaccination.
 - MGH: Alicia Teves at 808-553-3120 or email ateves@queens.org
 - QNHCH: Kahea Nakagawa at 808-881-4827 or email rnakagawa@queens.org
 - QMC West: Employee Health at 808-691-3050 or email WestEmployeeHealth@queens.org
 - All other companies at 808-691-4533 or email employeehealth@queens.org

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4. Stay tuned to your emails for additional information on the process for required COVID testing for non-vaccinated employees.

Communication

Employees who are not fully vaccinated and have not completed an exemption request will be sent reminder notifications every Sunday until the requirement is met. An initial notification will be sent today to employees who are not fully vaccinated.

If you have additional questions, please refer to the attached [FAQ](#). You may also contact the HR Service Center at 808-691-4627 or email hr@queens.org. Thank you for your hard work and relentless support of the community as we continue to battle the COVID-19 pandemic.