

FIGHT COVID-19 | GET VACCINATED



Date: September 17, 2021

To: All QHS Managers

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

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

Aloha Leaders,

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 assist with this process.

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.

Resources for Employees and Managers

To assist with this process, the following resources and notifications are available:

1. **Employee Vaccination Status:** Employees are able to view vaccination status on MyInfo>MyPersonal Info>COVID-19 Vaccination Status.
2. **Employee Notification:** A system-generated notification will be sent every Sunday of employees who are not fully vaccinated and have not completed an exemption request.
3. **Manager Vaccination Status Report:** Managers are able to view the vaccination and exemption status of their employees via MyInfo>Manager Dashboard>Manage Your Employees>COVID-19 Vaccination Status.
4. **Manager Notification:** A system-generated notification will be sent to managers every Sunday of employees who are not fully vaccinated and have not completed an exemption request.

Action Needed

Please reinforce this policy with your staff, and follow up with those who are not fully vaccinated and have not completed an exemption request. Employees who have not met this requirement by October 1, 2021 will need to be pulled from the schedule.

Communication

Communication will be sent via Exchange Admin later today informing employees of this requirement and providing information on how to meet the requirement. An initial notification will also be sent to employees who are not fully vaccinated. If the vaccination status of an employee is incorrect, they may contact the

FIGHT COVID-19 | GET VACCINATED



appropriate Employee Health department below to update their status. They 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

Please stay tuned to your emails for information on the process for COVID testing for non-vaccinated HCP.

If you have additional questions, please contact the HR Service Center at 808-691-4627 or email hr@queens.org. Thank you for your continued support and understanding.