

Q1. What do we need to comply with the COVID Vaccine Mandate?

- A1. Each clinic will need a policy addressing how the clinic will address 42 CFR 491.8(d).
- Each clinic will need a Vaccine tracking Log
- Each clinic will need exemption forms for both medical and religious exemptions.
- Each clinic will need a worksheet to calculate and prove compliance.
- Each clinic will need educational handouts for their employees that are seeking exemption.

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Q2. What are the elements of your new COVID-19 Vaccination Policy

- A2.
 - Vaccination Accessibility and Administration
 - Verification of COVID-19 Vaccination Requirements for staff
 - Management of Employee for which vaccination have been delayed.
 - Management of Exemption Requests
 - Accommodation, Infection Prevention, and Infection Control
 - RHC COVID-19 Vaccine Mandate Recordkeeping and Tracking
 - Enforcement of Non-Compliance



Q3. What are the elements of a COVID-19 Vaccine Tracking Log?

- **A3** The elements of the tracking log are:
 - Employee/contractor name, role and hire date
 - Date of dosage and manufacturer of vaccine
 - Exemptions granted, type of exemption, and date of exemption
 - Employee 100% remote or on-site
 - Employee with temporary delay along with dates



RHC Employee/Contractor COVID Vaccination Tracking Log

NAME	Position/Role	Hire Date	Date 1 st Dose Mfg	Date 2 nd Dose Mfg	Date Booster Mfg	Exemption Y/N/Type/Date	100% Remote Y/N

Q4. What are the requirements for employee exemptions?

- **A4.** Employees and/or contractors can request exemption for two reasons: Medical; & Religious.
- Forms should be used to ensure that the clinic is treating each employee consistently.
- Clinics should have a separate form for each type of exemption.



EXEMPTION FORMS

[INSERT LOGO/NAME OF CLINIC]

COVID-19 Vaccination Medical Exemption Request

To be Completed by the Employee's Medical Provider

Employee Name: _____

Medical Certification for COVID-19 Vaccine Exemption

Dear Medical Provider:

[NAME OF CLINIC] requires its employees to be fully vaccinated against COVID-19 pursuant to 42 CFR 491.8(d). The individual named above is seeking a medical exemption to the requirement for vaccination or a delay because of a temporary condition or medical circumstance. Please provide the following information, where applicable:

- ☐ This patient has had a life-threatening allergic reaction after a dose of COVID-19 vaccine. Describe reaction and manufacturer of vaccine: _____

- ☐ This patient has had a life-threatening allergic reaction to COVID-19 vaccine. Describe reaction and ingredient: _____

- ☐ For other documented reasons, this patient should not receive the COVID-19 vaccine. Explain reasoning: _____

Would complying with the COVID-19 vaccination requirement substantially interfere with the employee's sincerely held religious belief? _____

[INSERT LOGO/NAME OF CLINIC]

COVID-19 Vaccination Religious Exemption Request

Employee Name: _____

The Centers for Medicare and Medicaid (CMS) requires all Rural Health Clinic (RHC) employees, as defined in 42 CFR 491.8(d), be fully vaccinated against COVID-19, with exemptions only as required by law. Employees that have a religious objection to the COVID-19 vaccination requirement may apply for an exemption and comply with alternative health and safety protocols. The clinic is committed to respecting the important legal protections for religious liberty.

In order to request a religious exemption, please fill out this form. The purpose of this form is to start the accommodation process and help the clinic determine whether you may be eligible for a religious exemption. You do not need to answer every question on the form to be considered for a religious exemption, but we encourage you to provide as much information as possible to enable the clinic to evaluate your request. Where there is an objective basis to do so, the clinic may ask you for additional information as needed to determine if you are legally entitled to an exemption. Objections to COVID-19 vaccinations that are based on non-religious reasons, including personal preferences or non-religious concerns about the vaccine, do not qualify for a religious exemption.

The clinic may consider several factors in assessing whether a request for an exemption is based on a sincerely held religious belief, including whether the employee has acted in a manner inconsistent with their professed belief. But no one factor is determinative. An individual's beliefs- or degree of adherence – may change over time, and therefore, an employee's newly adopted or inconsistently observed practices may nevertheless be based on a sincerely held religious belief. All requests for a religious exemption will be evaluated on an individual basis.

Please describe the nature of your objection to the COVID-19 vaccination requirement. _____

Q5. How does the clinic prove and calculate compliance?

- A5. Calculations must be performed every 30 days to determine if the clinic is not subject to enforcement action.
- Every 30 days in the first quarter of 2022, the clinic will use their tracking log to make the appropriate calculations



Vaccine Mandate: Worksheet to calculate phase-in compliance

	Grace Period	Less Grace Period	No Grace Period
Total number of staff (employed and contracted)	a.) <input type="text"/>	a.) <input type="text"/>	a.) <input type="text"/>
Number of totally remote staff	b.) <input type="text"/>	b.) <input type="text"/>	b.) <input type="text"/>
Total number of staff in clinic	a. minus b. c.) <input type="text"/>	c.) <input type="text"/>	c.) <input type="text"/>
Number of staff that meet the vaccine threshold*	d.) <input type="text"/> as of 1/27/22	d.) <input type="text"/> as of 2/28/22	d.) <input type="text"/> as of 3/28/22
Number of staff with valid Religious exemption	e.) <input type="text"/> as of 1/27/22	e.) <input type="text"/> as of 2/28/22	e.) <input type="text"/> as of 3/28/22
Number of staff with valid Medical exemption	f.) <input type="text"/> as of 1/27/22	f.) <input type="text"/> as of 2/28/22	f.) <input type="text"/> as of 3/28/22
Number of staff granted temporary delay as recommended by the CDC	g.) <input type="text"/> as of 1/27/22	g.) <input type="text"/> as of 2/28/22	g.) <input type="text"/> as of 3/28/22
Sum of d. thru g.	h.) <input type="text"/>	h.) <input type="text"/>	h.) <input type="text"/>
Divide h. by c.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	This needs to be 80% or higher	This needs to be 90% or higher	This needs to be 100%

Q6. Should the clinic assist in educating their staff on the details of the two exemptions?

- **A6.** Absolutely, to be fair, consistent and balanced, handouts should be prepared and given to each employee so that they can consider their options. Each employee or contractor should understand the guidance from the EEOC and the CDC.

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Educational Resources for Employers and Employees

Understanding the RHC COVID-19 Vaccine Mandate Exemptions per CDC and EEOC Guidance

EEOC Technical Assistance (Includes Religious Exemptions/ADA)

EEOC Issues Updated COVID-19 Technical Assistance

<https://www.eeoc.gov/newsroom/eeoc-issues-updated-covid-19-technical-assistance-0>

What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

Medical Exemptions for Contraindications and Delayed Vaccines

**Interim Clinical Considerations for Use of COVID-19 Vaccines
Currently Approved or Authorized in the United States**

<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html>

Q7. Where are these items in inQdocs?

- **A7.** The policy is policy 411 which is in the HR section of your cloud-based policies. The policy will be customized with your logo, who is verifying the exemptions and where the records are kept. The other tools and templates are in the library noted as 411-A through 411-E. Your inQdocs library includes over 130 documents which are free to download and edit for your own needs. Items include templates, tools, posters, notices, practice aids, reference guides and forms..



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