

COVID Vaccination

It is important that practice owners and office managers take time to develop protocols surrounding vaccination status before they are confronted with situations one at a time and have to invent new solutions on a case-by-case basis, which can become time consuming. It also leads the team to believe that whatever we did last time is what we should do next time, and that can become confusing or even dangerous. Points to consider include:

- Do you require all staff to be fully vaccinated?
- What is the definition of fully vaccinated (initial + booster)?
- How do we tell staff to submit waivers for medical or religious purposes?
- How do we decide what exemptions will be granted?
- Who on the team is responsible for monitoring CDC, ADA, Department of Health, state and local mandates regarding this and other COVID matters?
- How often will this be done? Make recurring calendar or schedule entries to ensure it is not neglected.
- If it is determined that an employee falsely reports information about vaccination status, what will the repercussion be (timeline to comply, dismissal)?
- Hiring ads for should state that the employer requires staff to be vaccinated.
- During the interview process it is not ok to ask if an applicant is vaccinated.
- A representative from the office can reiterate that employees are required to be vaccinated, but this conversation can become tricky. The applicant may feel compelled (or even pressured) to report that s/he is or isn't vaccinated and why, which leads you into territory having to do with legality, discrimination, protected health information, privacy and the like. It is better to develop a statement that can be used universally, such as, "I'm not asking about your vaccination status, but I am letting you know that our employees are required to be vaccinated ____ (initial, booster, future boosters as required). Verification will be part of the onboarding process should you become employed here.
- When a job offer is made, the applicant can be asked for proof of vaccination

Addressing these points in advance will help you to navigate circumstances as they arise with speed, objectivity and accuracy.