

# MMC VII-25 COVID-19 Vaccination 5/1/26

👤 Revised by Kaltrina Rugova

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| <b>HUMAN RESOURCES POLICY AND<br/>PROCEDURE MANUAL</b>                                                                             | <b>SUBJECT: COVID-19<br/>Vaccination</b> |
| <b>APPROVED:</b><br><br><br><b>SHEILA McGRATH</b> | <b>POLICY NUMBER: VII-25</b>             |
|                                                                                                                                    | <b>DATE ISSUED: 09/07/21</b>             |
|                                                                                                                                    | <b>DATE REVIEWED/REVISED:<br/>5/1/26</b> |

## Overview

Vaccination of Montefiore's workforce is essential in our efforts to reduce the spread of COVID-19 among patients, visitors, and workers in Montefiore facilities. While COVID-19 vaccination is not mandatory it is strongly encouraged that Montefiore's workforce stay up to date with their COVID-19 vaccination. Most people are eligible and recommended to receive the new vaccine.

This policy covers all associates however any provision in a collective bargaining agreement that contradicts this policy shall control.

## COVID-19 Vaccination Requirement

1. All Montefiore candidates/applicants/employees are strongly encouraged to remain up to date with COVID-19 vaccinations.
2. In this document the term "candidates/applicants" is defined as individuals seeking to become: a full-time regular employee; a full-time temporary employee; a part-time regular employee; a part-time temporary employee; a per diem employee; an employed physician, attending physician, house staff, student, and intern (paid and unpaid). In this document the term "Montefiore employee" is defined as: full-time regular

employees; full-time temporary employees; part-time regular employees; part-time temporary employees; per diem employees; employed physicians, attending physicians, house staff, students, and interns (paid and unpaid).

3. Montefiore non-employees are strongly encouraged to remain up to date with COVID-19 vaccinations. In this document the term “Montefiore non-employee” is defined as: vendors, independent contractors, agency workers, and volunteers.

4. Vaccines, which have been approved by the CDC and/or WHO, are suggested, including, but not limited to those manufactured by Pfizer, Moderna, and Novavax.

5. Montefiore candidates/applicants/employees who have been vaccinated for COVID-19 at a location other than Montefiore (including booster dose), should provide documentation of their COVID-19 vaccination to Montefiore. Montefiore candidates/applicants/employees can do so in one of two ways:

- i. Provide a record prepared and signed by the licensed health practitioner who administered the vaccine, which may include a CDC COVID-19 vaccine card
- ii. Provide an official record from one of the following: a foreign nation, NYS Countermeasure Data Management System (CDMS), the NYS Immunization Information System (NYSIIS), New York City Immunization Registry (CIR), a NYSDOH-recognized immunization registry of another state, or an electronic health record system.

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6. Montefiore employees who opt to postpone vaccination against COVID-19 must notify OHS of their decision via email at [OHS@montefiore.org](mailto:OHS@montefiore.org) or they may communicate this postponement to the OHS nurse during the OHS Annual Assessment or other OHS visit.

7. All Montefiore employees are required to comply with all of Montefiore’s preventive requirements (which includes masking as per Infection Prevention & Control policy). Montefiore candidates/applicants/employees/non-employees should not work onsite while they are ill with an infectious respiratory illness. They should seek care from their personal medical provider and/or urgent care. Once symptoms have improved, they should schedule a return-to-work evaluation at OHS. OHS may be contacted by email at [OHS@montefiore.org](mailto:OHS@montefiore.org) or by phone at 718-920-5406.

## **COVID-19 Vaccination Process**

COVID-19 vaccinations are available, supply permitting, at Montefiore at no cost for Montefiore employees. Montefiore employees should contact OHS by emailing [OHS@montefiore.org](mailto:OHS@montefiore.org) or calling 718-920-5406. Montefiore employees should speak with their supervisor to inform them of the appointment time.

COVID-19 Vaccinations are also available in the community via <https://covid19vaccine.health.ny.gov/>

## **Compliance**

Regardless of vaccination status, it is essential that we all continue to take necessary precautions, including using appropriate personal protective equipment (PPE), vigorous hand hygiene, and not reporting to work when acutely sick with respiratory symptoms such as fever with cough.

*All Medical Center Human Resources policies and practices are guidelines and may be changed, modified or discontinued at any time by the Medical Center's Senior Vice President of Human Resources, or designee, with or without notice. Exceptions do not invalidate the basic policy.*

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