

NON-MANDATORY VITACARE HOME CARE, LLC COVID-19 VACCINE POLICY

I. Purpose

To promote employee wellness and our shared interest in public health by supporting VITACARE HOME CARE, LLC employees in receiving vaccinations against the COVID-19 virus for all personnel who engage in activities such that if they were infected with COVID-19 they could potentially expose clients/patients or healthcare personnel who provide key services for clients/patients and/or not be able to work and provide key services for clients/patients themselves.

II. Scope

The policy applies to all regular employees of VITACARE HOME CARE, LLC.

III. Background

The Centers for Disease Control and Prevention (CDC) advises that COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect an individual. Further, an individual who gets infected with COVID-19 could spread the virus to friends, family, co-workers and others around them. The CDC recognizes that healthcare personnel continue to be on the front line of the nation's fight against the deadly COVID-19 pandemic. By providing critical care to those infected with the virus that causes COVID-19, many healthcare personnel have a high risk of being exposed to and getting sick with COVID-19. When healthcare personnel get sick with COVID-19, they are not able to work and provide key services for patients or clients. Healthcare personnel who get COVID-19 can also spread the virus to their patients seeking care for medical conditions that, in turn, increase their patients' risk for severe COVID-19 illness. Early vaccine access is critical to ensuring the health and safety of this essential healthcare workforce, protecting not only them but also their patients, communities, and the broader health of the country. Therefore, the CDC recommends that healthcare personnel likely to be exposed to or treat people with COVID-19 should be vaccinated against COVID-19.

IV. Policy

- **Vaccination Recommendation:** VITACARE HOME CARE, LLC recommends that all individuals within the scope of this policy be vaccinated against COVID-19, provided that they are eligible to receive the COVID-19 vaccine according to guidelines issued by the CDC and the Florida Department of Health (collectively, "Public Health Guidelines") and that the vaccine is locally available in sufficient quantities for them to receive it.
- **Cost:** The COVID-19 vaccine will be available at no cost to all VITACARE HOME CARE, LLC employees.
- **Contraindication Information:** VITACARE HOME CARE, LLC will avoid collecting information about employee contraindications to the vaccine, to the extent practical. If VITACARE HOME CARE, LLC collects information about employees'

vaccine contraindications or any other health-related information, VITACARE HOME CARE, LLC will maintain this information as a confidential medical record separate from the personnel file. VITACARE HOME CARE, LLC will permit access to the records of contraindications and any other health-related information on a purely need-to-know basis. VITACARE HOME CARE, LLC will disclose this information to third parties only with the prior approval of legal counsel. VITACARE HOME CARE, LLC will not collect information about employees' family medical history.

- **COVID-19 Infection Control Procedures:**

- VITACARE HOME CARE, LLC's COVID-19 Infection Control Procedures, as described in our "Communicable Disease Policy" in our Employee Handbook as well as our mask policies and caregiver protocols in our Caregiver Portal remain in effect. All personnel, regardless of their vaccination status, will be required to follow these procedures whenever they are in the workplace or conducting VITACARE HOME CARE, LLC business at any third party location, until advised otherwise in writing by VITACARE HOME CARE, LLC. This includes: wearing face coverings and other personal protective equipment; strictly adhering to respiratory and hand hygiene and symptom screening practices; observing social distancing, occupancy, activity and quarantine restrictions; and complying with all other COVID-19 precautions as instructed by VITACARE HOME CARE, LLC.
- An individual who does not observe VITACARE HOME CARE, LLC's COVID-19 Infection Control Procedures, regardless of vaccination status, will be subject to disciplinary action, up to and including termination of employment.
- **Proof of Vaccination:** Personnel who are vaccinated against COVID-19 should provide proof of vaccination to a member of our administration staff. Proof of vaccination may include a physician's note, a pharmacy receipt, or copy of vaccination consent form showing that the individual has received all required doses of the vaccine. When proof of vaccination is provided, personnel must provide ONLY a record of their COVID-19 vaccination to VITACARE HOME CARE, LLC and not a record of other vaccinations or medical history. For example, personnel must not provide VITACARE HOME CARE, LLC with a form containing their full vaccination history.

If evidence of the COVID-19 vaccination is unavailable, an attestation indicating to having received the vaccine is sufficient.

- **Vaccination Records:**

- Our administrative staff will maintain a record of COVID-19 vaccination for the purpose of monitoring compliance with this Policy, VITACARE HOME CARE, LLC's overall COVID-19 safety programs and any applicable laws and regulations governing vaccination programs. VITACARE HOME CARE, LLC will store the vaccination records separately from the general personnel file and protect the records from unauthorized disclosure.

