

# NOTICE

September 2, 2021

On August 4, 2021 UK HealthCare announced our mandatory COVID vaccination for all providers, staff, trainees, learners, and those who work in UK HealthCare facilities. Religious beliefs and medical contraindications as defined by the Americans with Disabilities Act will be considered.

This notice is being sent to you as a clinical contractor and/or vendor of University of Kentucky (“UKHC”).

All outside clinical contractors and vendors are asked to comply with UKHC’s health requirements in order to continue providing services to UKHC. This mandate is effective September 15, 2021.

Given the COVID-19 pandemic, and the necessity of protecting patient, employee, and visitor safety, UKHC is requiring all employees and representatives of clinical contractors and vendors working on-site at UKHC to meet UKHC’s COVID-19 mandate protocol. Therefore, UKHC will allow on-site only those individuals who either i) have completed the first vaccination against COVID-19, ii) are fully vaccinated against COVID-19 (i.e., will be two weeks past completing their complete COVID-19 vaccination series), or iii) received an exemption through the clinical contractor’s/vendor’s formal vaccine exemption process (see Appendix 1 for a sample COVID – 19 declination process and expected outcomes) from the COVID-19 vaccination requirement related to the individual’s medical contraindications or a sincerely held religious belief.

We are requesting all clinical contractors and vendors take an active approach in supporting our requirements, validating vaccinations, declination status, and testing compliance where needed. We are relying on you to:

- Upload vaccination documentation into the Vendormate portal by September 15, 2021.
- If Vendormate is not utilized, ensure a process is developed to maintain compliance of vaccination and exemption status.
- Prior to the commencement of any new agency booking, provide to UKHC a list of staff assigned to UKHC. Said list shall identify which staff are vaccinated and which staff have received exemptions in order that proper planning and supervision of staff may occur.
- Acknowledge that those staff who are not vaccinated and received an approved exemption will be subject to additional measures to reduce possible transmission of COVID-19 (e.g., daily screening, regular testing). As of September 15, 2021, staff will need to complete weekly testing. All testing must be a PCR test and completed within 96 hours prior to visiting any UKHC clinical site. (Appendix 2)
- Secure appropriate authorization from staff before sharing their information with UKHC, relating to staffs' vaccination status and/or approved exemption from the COVID-19 vaccination requirement.
- **Acknowledge that those individuals who have not been fully vaccinated against COVID-19 or have not been exempted from the COVID-19 vaccination requirement and/or are not following appropriate testing measures will not be permitted to work at any UK HealthCare facility or building after September 15, 2021.**
- Communicate protocol requirements to individuals working within any UK HealthCare facility or building. This includes symptom screening expectations, wearing a mask and appropriate PPE and practicing social distancing. (<https://covid-19.ukhc.org/wp-content/uploads/sites/121/2020/06/COVID-19-Screening-Protocol-for-Students-Learners.pdf>).
- Universal masking (across all UK HealthCare facilities) is required at all times except when eating or drinking. Cloth masks are not allowed for patient/family facing work.
- **Screening for COVID-19 symptoms must be completed daily via the UK HealthCare web-based tool (<https://app.mc.uky.edu/c19s/VendorScreener>) or upon arrival to the**

**facility. This is an OSHA requirement.** Individuals who fail any portion (if they are following our screening) cannot work and will not be permitted into any of the UK HealthCare facilities until the issue is addressed and the individual is compliant with the UK HealthCare COVID-19 policies. Failure includes having 2 or more symptoms or a fever only.

- Develop a process and maintain a record of employee acknowledgment and agreement to follow the guidelines which should be available upon request.
- Designate a responsible person/team to monitor compliance with vaccination, declination, testing requirements (if applicable), screening, masking, and social distancing. Reporting of status to adherence to the UK HealthCare protocols should be provided as needed on an on-demand basis.
- Identify an individual who we can communicate employee compliance via email and phone, if necessary.
- Develop a process for notification back to UKHC Infection Prevention and Control (IPAC) team if a student turns positive after an observation or rotation at UK HealthCare. These will need to be recorded, evaluated and action plan developed that would mitigate any potential exposures.

We thank you for your continued partnership and support.

Colleen Swartz, Vice President for Hospital Operations

Pete Gilbert, Senior Vice President and Chief Operations Officer

Mark Newman, MD, Executive Vice President for Health Affairs

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For questions:

- For additional or specific questions related to these requirements please contact UKHC purchasing
- For COVID vaccination and screening requirement questions, please contact our IPAC department using at 859-323-6337.

Appendix 1

SAMPLE: COVID – 19 Declination Process and Outcome Expectations

Declination Request Reason	Additional Details	Outcome	Expectation for all unvaccinated persons in a UK HealthCare facility
<b>Religious</b>	Letter expressing sincerely held religious beliefs as to COVID-19 vaccine		
<b>Medical</b>	Documented anaphylaxis to previous dose of COVID-19 vaccine; or documented allergy to the vaccine or a component of the vaccine	<b>Approved</b> with education and access to vaccination resources	<p>Daily health attestation screening; Masking while in a UK HealthCare facility; and</p> <p style="padding-left: 40px;">Tier 4: weekly PCR testing Tier 3: biweekly PCR testing Tiers 2 and 1: no testing</p> <p><i>*negative PCR test results in re-triggering of regular testing protocol until vaccination status updated or UK HealthCare moves out of high-level Tiers</i></p> <p><i>**Positive PCR testing will place individual on “hold” until either 90 days post positive test, vaccination status updated, or UK HealthCare moves out of high-level Tiers</i></p>
Written letter from treating physician indicating medical contraindication or reasons they do not endorse vaccination for their patient			
Pregnant or trying to become pregnant	<b>Deferred</b> until 6 weeks post-delivery with education and access to vaccination resources		
Any other medical reasons, not specified by treating provider	<b>Denied</b> request, with education and access to vaccination resources; but provide the option to go back and re-request with “refusal” selected		

## Appendix 2

**Any individuals who work on site in any UK HealthCare facility will be tested on this frequency if not vaccinated.**

Under tier 4: weekly

Under tier 3: biweekly

Tiers 2 and 1: no testing

All testing must be PCR test only and completed per timing requirement outlined

## Frequently asked questions

- 1. Our agency no longer sends staff to UK HealthCare. How do I close this agreement?**  
In the event you no longer have staff at UK HealthCare, contact Paul Reister (Paul.reister@uky.edu).
- 2. Where should I send my staff lists indicating vaccination and exemption status?**
  - If Vendormate is utilized, the staff must upload documentation via that system.
  - All other staff, provide the list(s) to your primary point of contact at UKHC
- 3. Do I need to send you PRC testing results for those staff on an approved exemption?**  
No. Management and oversight of the PCR testing compliance should be validated by the agency. You will only need to send a notification (no more than 96 hours prior to the clinical rotation) via email indicating the exempt staff is approved for working within UKHC.
- 4. Our staff are in the hospital on a weekly basis. How often will approved declination staff need to be tested?**  
Right now, PCR testing is required weekly.
- 5. Could the testing frequency change?**  
Yes. We are monitoring case volumes and testing need daily. Appendix 2 lists the schedule.
- 6. What notification is needed if a staff member turns positive after a shift at UK HealthCare?**  
Please contact the UK HealthCare Infection Prevention and Control Department by phone (859-323-6337) as soon as the information is known.
- 7. For staff just starting their vaccination series, what is the deadline for completing and meeting the mandate protocol?**  
We understand there are different timeframes with each vaccine brand. To meet this protocol, staff must complete the first vaccination against COVID-19 by September 15. We are asking they complete the vaccine series as recommended by the manufacturer and CDC.
- 8. Is there someone I can contact if I have questions about the declination process or working through a declination request?**  
A sample decision grid has been provided to support you (if you don't already have a process in place). You can also contact us at [vaccinequestions@uky.edu](mailto:vaccinequestions@uky.edu). We will work to respond to you within one business day.
- 9. Is UK HealthCare offering vaccinations to agency/vendor staff?**  
Yes. Vaccination against COVID-19 is now available for anyone age 12 and over. Vaccination is being offered by UK HealthCare free, and insurance is not required. Full details are available on our COVID-19 vaccination information website: <https://ukhealthcare.uky.edu/covid-19/vaccine>.