

Exemption and Accommodation Procedure for Mandatory COVID-19 Vaccination

Overview

H&G Nursing Homes, Inc. allows for exemption requests to be made to the COVID-19 vaccination requirements. Exemptions and exceptions can potentially be approved in the form of a Reasonable Accommodation to assist any employee who is disabled, has a qualifying medical condition that is a contraindication to the vaccination, or who objects based on sincerely held religious beliefs and practices. Governing regulation with oversight of this policy addresses staff for whom COVID-19 vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations. This request process encompasses requests for temporary exceptions falling into that category as well and that documentation will be included on the Medical Exemption Request Form. All exemption requests are reviewed and processed by our Exemption Request Review Committee consisting of Facility and Corporate Level Leadership members.

The following procedures should be utilized when a vaccine exemption is requested:

Policy

To assist any employee who is disabled, has a qualifying medical condition that is a contraindication to the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, the Company will engage in an interactive process to determine whether it can provide a reasonable accommodation or exemption provided it does not create an undue hardship for the Company and/or does not pose a direct threat to the health and safety of others in the workplace and/or to the employee. If you believe that you require such an accommodation or exemption, please notify the following individuals in writing via email at:

Exemption-Review-Committee@hg-nh.com

In your notification, communicate which exemption you are requesting. The Company will engage in an interactive process to identify possible accommodations and exemptions. All requests for accommodations or exemptions are held in confidentiality and employees may utilize this procedure without fear of retaliation.

Procedure

The employee requesting an exemption from the Mandatory COVID-19 Vaccine requirement as a reasonable accommodation will be provided:

- Depending on which exemption the employee requests in their initial exemption request, they will be provided either a Medical Exemption Request Form or a Religious Exemption Request Form to complete and return to either the Human Resource Specialist or facility Administrator listed in the above policy.
- A copy of the Company's Mandatory COVID-19 Vaccine policy

Interactive Process

After receipt of the employee's Request for Exemption, the Exemption Request Review Committee will engage in an interactive process with the employee to identify and determine if an accommodation to the requirements can be made. The Company reserves the right and will maintain full record and documentation of each related request and ensuing conversations.

Medical Exemptions

Documentation confirming recognized clinical contraindications to COVID-19 vaccinations for staff seeking a medical exemption must be signed and dated by a licensed practitioner, who is not the individual requesting the exemption and is acting within their respective scope of practice based on applicable state and local laws. This documentation must contain all information specifying which of the authorized

COVID-19 vaccines are clinically contraindicated for the staff member to receive and the recognized clinical reasons for the contraindications along with the duration of the need for an exemption and/or accommodation. Additionally, a statement by the authenticating practitioner recommending that the staff member be exempted from the Company's COVID-19 vaccination requirements is necessary. The Medical Exemption Request Form contains language and employee consent for the Company to consult with the employee's health care provider in regards to questions and concerns related to the employee's request for medical exemption. Health care providers may not disclose information or answer questions about the employee's request for medical exemption without the employee's release and permission to do so. This could potentially delay the exemption/accommodation approval process.

Religious Exemptions

When a religious exemption is being requested, the employee will be asked (via the Religious Exemption Request Form and potentially during the interactive process) to provide an explanation of his or her sincerely held religious beliefs. If necessary, the Company may also request appropriate documentation from the employee's religious leader regarding the religious belief that conflicts with the Company's vaccination requirement. Title VII of the Civil Rights Act of 1964 requires employers to provide accommodations for only those religious beliefs and practices that are "Sincerely Held" (https://www.eeoc.gov/laws/guidance/section-12-religious-discrimination#_Toc203359488). If the Company has an objective basis for questioning either the religious nature or the sincerity of a particular belief or practice, the Company is justified in seeking additional supporting information and will inform the employee of such during the interactive process.

Determinations and Notifications

Following the completion of Exemption Request Review Process including information gathering and interactive process, a decision on whether an exemption or accommodation from the mandatory COVID-19 vaccine requirement will be approved or denied by the Company. The employee will be notified in writing by our Human Resource Department on whether their request for an exemption or accommodation has been approved or denied. All copies of documentation, request forms, and the final notification will be maintained in a filing system separate from the employee's personnel file, consistent with the confidentiality requirements of the ADA and all related HIPAA privacy laws.

Any questions related to Exemptions, Exceptions and Reasonable Accommodations can be directed to: Exemption-Review-Committee@hg-nh.com

Any questions related to the Mandatory Covid-19 Vaccine policy and procedures can be directed to: VaccinePolicy@hg-nh.com

*****The exemption, exception and accommodation process and related decisions are One-Time decisions and may need to be reviewed as needed over time especially if an employee's circumstances change or the needs of the Company change. H&G Nursing Homes, Inc. reserves the right to review and reopen exemption request cases as the need arises.***